



**Division of Human Resources
Telecommuting Deviation Reasoning**

Comments are required for Telecommuting Deviation about the reason for the remote work. Below are identified reasons for deviation:

Category	Deviation Reason
Medical and Health – Related	Medical reason (self)
	Medical appointment (self)
	FMLA-related absence or arrangement
	Preventive measures due to illness exposure
Family and Caregiving	Sick, post-procedure, or surgery of child/family member (presence at home, no supervised care required)
	Dependent school schedule issue (where child is self-sufficient and childcare not required)
	Family medical appointment
Appointments and Scheduling	Schedule adjustment due to personal appointment
	Schedule adjustment due to work appointment
	Temporary schedule change (e.g., swapped telecommuting day)
Transportation and Commute Issues	Vehicle repair or transportation issue
	Unable to commute to campus
Home and Personal Logistics	Home repair or maintenance
	Utility or internet outage at home
	Contractor or service appointment at home
	Unforeseen personal matter
Campus and Facilities Issues	Building internet outage
	Campus facility or safety-related building issue or construction
	Office space limitations
Work – Related and Operational Needs	Project-based work requiring minimal interruption or high-focus work
	Completion of mandatory training
	Deadline-driven work approved by supervisor
	Preparation for major work-related event or project
	Year-end or time-sensitive operational work
University Authorized Reason to Not Report to Campus	Weather related event
	Widespread health related event (pandemic, infectious disease, etc.)
	Other emergency circumstance
Other	Use sparingly and with explanation