Flowchart for Work Flexibility Request for all UI Employees

Employee Initiated Centralized Work Flexibility Request Received

- Request based on medical?
  - Yes: Request will follow discretionary flexwork process routed by HR to division/college
  - No: Request will follow the ADA process

- Is the medical need for yourself?
  - Yes: Request will follow the Families First Coronavirus Response Act Process or the Family and Medical Leave Process
  - No: Request will follow the Families First Coronavirus Response Act Process or the Family and Medical Leave Process

- Is the need based on a positive COVID test or suspected exposure?
  - Yes: You will follow the Families First Coronavirus Response Act Process or the Family and Medical Leave Process
  - No: Request will follow the ADA process

- Is the need based on someone you live with or provide care for?
  - Yes: Contact Benefit Services for assistance with your request to identify what programs may be applicable to the situation
  - No: Request will follow the ADA process

- Request based on unavailability of daycare of school?
  - Yes: Contact Benefit Services for assistance with your request to identify what programs may be applicable to the situation
  - No: Request will follow the ADA process

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