March 6, 2020

To: All FAA Supervisors/Managers/Executives

Subject: Manager's Guidance for COVID-19 Telework Use

Purpose: To prepare employees and managers for telework in light of COVID-19.

This infomation is also available on the [FAA COVID-19 Information page.](#) Additional guidance on related topics is forthcoming.

How to Use Telework:

Consistent with the guidelines below and OPM guidance, the FAA encourages the use of telework to the extent necessary in response to COVID-19, with the exception of emergency and mission essential operational employees. Telework allows our workforce to continue conducting FAA mission activity by operating and communicating outside of its physical structures, where reasonable, in the event of the unexpected and while ensuring the safety of employees. Telework-eligible employees are encouraged to complete the steps necessary for telework readiness.

Managers should immediately review requests to telework and ensure that telework is fully incorporated within workgroups, to the extent feasible, so that as many employees as possible are telework-ready.

 Steps managers should take now:

- Consider increasing the number of telework eligible positions;
- Provide the option of expanding the number of telework days for employees with existing telework agreements; and
- Test the telework-readiness of all eligible employees.

Steps managers and employees should take now:

1. Review [Human Resource Policy Manual (HRPM) WLB 12.3](#) or applicable CBA provision.

2. Talk with your manager to determine whether your position is telework eligible (and establish a clear understanding of the extent to which you may be able to telework).

3. Complete FAA-approved telework training for employees

4. Complete a Telework Agreement (**Go to** faa.gov/go/telework) or Time and Attendance – CASTLE (**e-Telework Agreement**)

5. Ensure that the work environment for the alternative worksite is conducive for telework (refer to Self-Certification Safety Assessment for Home-Based Teleworkers). This includes ensuring that you have the necessary:

   ○ Network connectivity;

   ○ Information technology approved by the FAA;

   ○ Access to the appropriate resources necessary for work assignments; and

   ○ Security provisions consistent with assigned work.

6. Visit the Remote Access website to ensure you are able to securely connect to FAA's network.

7. Ensure telework status is updated in FPPS by your Telework Coordinator.

8. Enter telework code into CASTLE each time you submit your time and attendance if telework occurred.

Situational Telework. In the future, the agency may authorize liberal use of situational telework.* The liberal use of situational telework is defined as telework that is approved where the hours worked were not part of a previously approved, ongoing and regular telework schedule, with or without a signed agreement. In these situations, managers should determine if suitable work can be performed at an alternate worksite and approve telework. If an employee does not have enough work to perform for the entire telework period, he or she must either take unscheduled leave for the entire workday, or use a combination of unscheduled telework, and account for hours not worked using unscheduled leave. In all cases, managerial approval would still be required for either leave or telework.

***The FAA Crisis Response Steering Group (CRSG) must approve.*

Telework in response to activation of Continuity of Operation (COOP) plans. When a declaration of an emergency occurs, and the FAA Headquarters, Region, or Center COOP Plan has been activated, employees in the impacted area(s) must follow the COOP Telework policy. The focus of COOP is on supporting FAA Mission Essential Functions (MEFs) and carrying out the organization's essential supporting activities and continuity supporting tasks that support FAA MEFs during an emergency. For additional information on COOP telework policy, employees should contact their managers, who should in turn coordinate with their designated organization's Emergency Planners (EPs).

Encourage social distancing for employees who cannot telework. For those

positions that are not telework eligible, the agency may consider other flexibilities such as limiting in-person meetings, adjusting work schedules, and flexing work stations to reduce the number of people in workspaces at a given time.

Please direct any questions to the [Office of Labor and Employee Relations (LER)](#).

Following is a list of leave options and other flexibilities available to employees dealing with COVID-19:

Leave Options and Other Flexibilities	References
Sick Leave**	[LWS-8.1, Sick Leave for Personal Medical Needs](#)
Sick Leave for General Family Care or to Care for a Family Member with a Serious Health Condition	[LWS-8.2, Leave Options to Care for a Family Member](#)
Annual Leave**	[LWS-8.3, Annual Leave](#)
FMLA	[LWS-8.20, Family and Medical Leave Act](#)
Leave Without Pay	[LWS-8.10, Unpaid Absences](#)
Voluntary Leave Transfer Program	[LWS-8.12, FAA Leave Sharing Programs](#) [LWS-8.12a, FAA Voluntary Leave Transfer Program (VLTP)](#)
Use of Compensatory Time Off	[PRE-3.1, Overtime and Compensatory Time for FLSA Exempt Employees](#) [PRE-3.2, Overtime and Compensatory Time for FLSA Nonexempt Employees](#)
Use of Travel Compensatory Time	[Policy Bulletin #41, Travel Compensatory Time](#)
Use of Credit Hours	[LWS-8.15, Alternative Work Schedules](#)
Use of Telework	[WLB-12.3 - FAA Telework Program](#)

***Includes existing provisions for advanced sick and annual leave.*

See also:

- [CDC guidance](#)
- [OPM guidance](#)