



## MEMORANDUM

**TO:** DCF All Staff  
**FROM:** CT DCF Commissioner Vannessa Dorantes  
**DATE:** March 16, 2020  
**SUBJECT:** Guidelines Regarding Telework and Requesting Paid Leave

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As information continues to evolve regarding the impact of COVID-19 on our communities, the children and families we serve as well as well as our families, we would like to use this opportunity to clarify the procedures to request telework and paid leave.

For staff requesting to telework, the following procedures are in place:

- The Department of Administrative Services has given each agency discretion regarding telework guidelines according to their essential functions.
- Telework is available to staff when they have the capacity to conduct the work.
- Staff should consult with their chain of command to determine what work can be completed and for how many days if they are approved to telework.
- Approvals can be granted for the next 2 week period of time at which point it will be re-evaluated.
- Verbal approval can be granted by the chain of command with the form accessed via the link below to be provided to Human Resources at a later point.
- Home visits are expected to continue with a state car being utilized while staff telework, unless otherwise directed. Logistical concerns about access to cars should be discussed with your chain of command.

For the process to request paid leave due to the closures of schools, daycares and eldercare including transportation disruptions for staff to arrive at work, the following procedures are in place:

- Staff will not be required to provide extraordinary documentation regarding their circumstances.
- Your chain of command will decide if telework is an option and what work can be conducted if you cannot attend work due to one of the above-mentioned reasons.
- If telework is not possible under these circumstances, a decision will be made regarding the granting of paid leave within the next two week time period.
- Verbal approval can be granted by the chain of command with the form accessed via the link below to be provided to Human Resources at a later point.

The guidance and forms mentioned above can be found here: [Temporary Telework Form](#)

Aside for the aforementioned above criteria, staff are expected to arrive to work as scheduled.

To confirm an earlier message, we are requesting that all requests for IT Service be sent via email to: [DCF.HELPDESK@CT.GOV](mailto:DCF.HELPDESK@CT.GOV)

Please do not walk to the IT Help Desk for service given their focus on Level 1 priorities.

If you have circumstances which are not addressed in this memorandum, please discuss them with your chain of command or Human Resources Officer.

We continue to appreciate everyone's patience during these very uncertain and times.

All of us as part of the "helping network" must continue to balance the needs of our mission as well as those of our staff and our own family needs.

As we continue to move forward, additional assistance may be required from staff in particular areas where we are most impacted in order to fill the gaps to ensure children are safe.

Your commitment to our families, and each other, make us very proud.