**Remote Work:** Working remotely is permitted only in special circumstances with prior approval from the employee’s supervisor and for specified tasks or projects. With Executive Director approval, a specific job description may be designated as remote in order to attract or retain qualified staff; however, this designation may be removed at any time.  Remote employees are expected to maintain regular work schedules to accommodate the needs of [PROGRAM NAME], and they shall report for duty in [PRIMARY OFFICE LOCATION] when deemed appropriate by their supervisor.

**Paid Administrative Leave:** In the event of an Act of God (ie tornado, flood, pandemic health crisis) [PROGRAM NAME] may have to temporarily reduce or cease business activities. If this were to occur, staff may be placed on paid administrative leave.