

Pamplin College of Business  
Return to the Office Guiding Principles  
Summer to Fall 2021

1. *Safety protocols, health department guidelines and university policies will prevail.*
2. *Offices will be open during normal work hours unless the university is closed.*
3. *Plans developed must support what is best for the program.*
4. *No 1 size fits all – i.e., all plans will be unique.*
5. *Nothing is permanent but this next academic year will be seen as a learning laboratory.*
  - a. *Supervisors will have the ability to adjust plans based on work performance or office needs.*
  - b. *All expectations of work quality and performance levels will continue.*
6. *Telework is not intended to be used in place of leave.*
  - a. *Daycare or eldercare needs will be taken care of by those other than the employee working in a remote setting.*
  - b. *Employees will take sick leave when sick on days when remote work has been planned.*