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With the recent news about local schools closing for the next two weeks, we are sensitive to the needs of both our campus community and our families.

We recognize the challenge school closures create and remain open to new teleworking arrangements for our employees. Employees interested in **teleworking options** should contact their supervisor to determine what is appropriate for their specific circumstance.

Understanding some employees cannot complete job duties through teleworking, until further notice, employees unable to work remotely or in-person due to school closures may be permitted to use any available paid leave time (including sick time) during their absence.

Employees or supervisors who need additional guidance regarding teleworking options or the use of paid leave time should direct questions to Employee Services at eservices@lynn.edu. Please continue to check back here for regular updates.

Helpful links to employee policies:

- [Employee work schedule](#)
- [Attendance, punctuality and dependability](#)
- [Children in the workplace](#)