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Information on Telework and other leaves of absences

(Status 22 June 2020, effective from 6 July 2020)

The Rectorate makes the following stipulations with regard to teleworking and other leaves of absences, initially valid until 30 September 2020:

- If teleworking is possible and necessary, it may continue to be implemented preceding a verbal or written agreement with the superior, in deviation from the current directive, on a selective basis or up to the full extent of employment for the following persons and situations:
Persons with a COVID-19 risk certificate according to the COVID-19-Risikogruppe-Verordnung vom 7. Mai 2020
(https://www.ris.bka.gv.at/Dokumente/BgblAuth/BGBLA_2020_II_203/BGBLA_2020_I_203.html)
or
if a secure adaptation of multiple occupancy offices is not possible. As far as secure room occupancy is concerned, the division Employment Protection and Safety must be included to document the possible impossibility of adaptation or alternative solutions.
- In case of teleworking, the regular working hours may only be exceeded if necessary (e.g. for the supervision of online courses) and upon prior written order. It is not possible to build up time credits or overtime without a corresponding written order.
- If teleworking is not possible, an individual solution will be sought for persons with a COVID-19 risk certificate according to the COVID-19-Risiko-Attest gemäß COVID-19-Risikogruppe-Verordnung vom 7. Mai 2020
(https://www.ris.bka.gv.at/Dokumente/BgblAuth/BGBLA_2020_II_203/BGBLA_2020_I_203.html). Please contact your superior and the Human Resources Unit (DLE Personal).
- Other types of leave of absences with continued remuneration can only be granted in exceptional cases, e.g. to persons with care obligations, and require the Rector's approval and on condition that accumulated holidays (2018, 2019) or time credits have been used up.