



Information on Telework and other leaves of absences

(Status 4 November 2020)

The Rectorate makes the following stipulations with regard to teleworking and other leaves of absences, initially valid until 31 December 2020:

- If teleworking is feasible, it may be arranged with the superior on verbal or written agreement, deviating from the valid directive, up to the full extent of employment and is considered approved. The superior is responsible for documentation.
- To note teleworking, the parameter "heim" or "heim/Lehre" has to be added in the time recording DPW. In the case of teleworking, regular working hours may be exceeded only 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 presence or teleworking is not feasible, persons with a COVID-19 risk certificate according to „COVID-19-Risikogruppe-Verordnung“ of 7 Mai 2020 (https://www.ris.bka.gv.at/Dokumente/BgblAuth/BGBLA_2020_II_203/BGBLA_2020_I_203.html) are to be released from work with continued payment of remuneration.
- Only in exceptional cases any further special exemptions can be granted with continued payment of remuneration (e.g. for persons with care responsibilities) and require the approval of the Rector.