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Information on Teleworking and other leaves of absences

(Status 21 September 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 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 (application form: <https://wiki.donau-uni.ac.at/pages/viewpage.action?pagelId=16387671>):

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, Employment Protection and Safety must be included to document the possibility of an infeasible adaptation, or alternative solutions.

or

in other individual cases (e.g. arrival with public transport, short-term necessity referring to childcare COVID-19).

- 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. In the event of teleworking, the parameter "home" has to be noted in the time recording DPW. 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 direct 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.