



TEXAS TECH UNIVERSITY

## MEMORANDUM

**To:** Faculty and Staff

**From:** Jodie Billingsley, Assistant V.P. for Human Resources  
Rob Stewart, Senior Vice Provost

**Date:** November 23, 2020

**Re:** Flexible Work Schedules Through December 31

From now until the end of the year, flexible work schedules are encouraged to limit the number of faculty and staff on campus and in university buildings at any one time. Realizing the university is still open, many students are still on campus, and some scheduled events are still taking place, it is important that departments remain open and operational. Supervisors may implement flexible work schedules, when possible, using the [attached guidance](#).

Faculty, staff, and student employees who are not feeling well or who are sick should stay home regardless of whether or not they believe their symptoms are related to COVID-19. If you believe you may have COVID-19, please call the TTUHSC Nurse Hotline 806-743-2911 to speak with a nurse and utilize the TTU COVID-19 [Self-Assessment](#) tool intended to assist in making decisions about seeking appropriate medical care.

Please take a few minutes to look over the resources that we have provided regarding COVID-19 and other leave.

[Leave Resources](#)

[COVID-19 Testing](#)

[Faculty Duty Point Exceptions](#)



**FROM HERE, IT'S POSSIBLE**