Caregiver flexibility planning tool



This planning tool will help you analyze and articulate how your caregiving responsibilities are impacting your ability to successfully perform your job. It will also help you evaluate possible solutions to alleviate some of the stress brought on by caregiving challenges. Once you have completed the tool, please schedule a meeting with your supervisor to discuss possible solutions. If you have questions or concerns to address before meeting with your supervisor, please contact your HR Consultant.

1. In order to evaluate what changes may help you, first describe your caregiver situation, outlining:
   1. Whether the situation is related to child care or adult/elder care, including the relationship you have with the individual needing care (e.g., your child, parent, household member)
   2. The expected duration/need for flexibility (e.g., covering times when services are unavailable; until I hire a nanny/tutor/caregiver)
2. Second, think about what your **usual work** looked like prior to the change in circumstances, in terms of:
   1. Where you work
   2. When you do your work
   3. What work you do
3. Third, identify **how things have changed** with respect to your caregiving responsibilities and write a “**problem statement**” that describes the effect(s) of this change on your ability to complete your job duties. For example, if a child is learning remotely you may find that “*Team meetings scheduled for 1:00 PM – 3:00 PM overlap with my child’s remote learning, which requires my attention,”* or *“My child is doing remote learning, but I am required to be at work on-site.”* Or, in response to a change in service availability you may find that *“I need to drive my mother for medical tests every week because the service we usually rely on is not available.”*
4. Finally, consider for each item what **adjustments** could be made on your own, or that require coordination with managers and colleagues, or require your manager’s approval.

##### My caregiving situation

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| Items to consider | The normal expectation | Impact of changed circumstance on job duties | Problem statement | Possible Adjustment |
| --- | --- | --- | --- | --- |
| Where I do my work  *Work location* | *I work on campus using my work computer.* | *I cannot work on campus.* | *None* | *N/A* |
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| When I do my work  *Work schedule* | *I worked from 8-5.* | *My child is at home during that time.* | *My child distracts me during meetings.* | *Establish approval to turn off video. Explain to colleagues that child may appear during meetings. Ask colleagues to schedule meetings at different times, if possible.* |
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| What work I do  *Consider both job duties and work/life responsibilities* | *School made my kid’s lunch* | *I have to make lunch* | *Can’t join meetings from 12-1* | *Block out calendar from 12-1.*  *Take time off from 12-1.* |
| *The process improvement project is due in November.* | *I haven’t been able to work on it because I’ve been working on other work.* | *I will not be able to complete the project on time.* | *Change completion deadline.* |
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##### Sample adjustments

* **Occasional telework:** Work from home 4 hours per week when I am completing my timesheet, reading training materials, and completing evaluations.
* **Flexible or alternate work schedule**: Compress my schedule to four 10-hour days, with Fridays off.
* **Change priority**: Changing the deadline on my process improvement project to a future date (e.g. from November 2020 to February 2021).
* **Time off or leave of absence**: Take 1 hour of vacation time off daily during my child’s lunch hour.
* **Update team norms**: Consider asynchronous meetings and change expectation for turnaround time on emails.