



**TEMPORARY TELECOMMUTING VULNERABILITY REQUEST**

The City may permit certain employees, based on being at higher risk for severe illness according to CDC guidelines, to telecommute on a temporary basis. Employees who are not approved for regular telecommuting under Personnel Policies and Procedures (PPPM) Section 826, may apply for temporary telecommuting in accordance with the provisions of PPPM Section 1001.9. The temporary telecommuting policy is not applicable in childcare situations.

The CDC has identified certain persons as being at high risk for severe illness during this time while infectious disease is prevalent.

For the purposes of Temporary Telecommuting those persons who may be eligible are:

People 65 and older; and

Persons with underlying health conditions that may put them at a higher risk of illness. Those conditions can be viewed at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>.

**To be Completed by the EMPLOYEE**

Name:

\_\_\_\_\_

First Middle Last

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Print Name of Supervisor: \_\_\_\_\_

- 1) I am requesting to telecommute for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

- 2) Healthcare providers name, business address, and phone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Have you been approved for FMLA due to this condition and have a current healthcare provider certification on file?

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Signature of Employee

Date

**Submit this form and any supporting documentation you wish to [citymedical@cityoftulsa.org](mailto:citymedical@cityoftulsa.org)**

Do not send this request to your supervisor or FMLA. You will be contacted by City Medical Personnel if additional information is required.