

ALA Return to Office Plan

Frequently Asked Questions Document

December 10, 2021

These FAQs will be updated and shared on a ongoing basis.

In Office Work Assignments

Starting Tuesday, January 19th, 2021, as depicted through the end of the fiscal year August 31st, 2021, ALA is adopting a hybrid office strategy. Employees are expected to work two consecutive days per week in the office—on Monday and Tuesday or Wednesday and Thursday. Departmental Directors and heads at other sites will coordinate two consecutive days a week with their staff in a mutually agreeable manner. A meeting to the date of the meeting is discussed with supervisors, department heads, and HR for approval. The week of January 18th, 2021 will be a "roll over" Tuesday through Thursday. The Monday/Tuesday and Wednesday/Thursday schedules will start full the week of January 19th.

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protocols

ALA will continue to follow state, local, and federal guidelines related to COVID-19. Employees are expected to work two consecutive days a week in the office. Employees are expected to work two consecutive days a week in the office.

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T kth

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Te ps ill e hi ed th ough Hk, hi h is espo si le fo e su i g that all te ps o i g to the spa e follo the sa e p oto ols as egula e plo ees. Please o ta t Hk if ou eed i depe de t o t a to sto o e to the offi e. I ge e al, isito sa e dis ou aged at this ti e.

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