

124 Raymond Ave, Box 718  
Poughkeepsie, NY 12604-0718  
845.437.7761/845.437.7729 (fax)

**Childcare Accommodation Request during COVID-19 Response Plan**

If you are ineligible to work remotely and have no childcare due to school or daycare closures, then you can submit this *Childcare Accommodation Request* to be excused from work and continue payment from Vassar College.

Employee Name: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

School District or Name of Childcare Provider: \_\_\_\_\_

Will the leave be for a continuous period of time or periodic?  Continuous  Periodic

Identify days that you'll need to be excused from work while your school district or daycare is closed:

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

What is your relationship to your child(ren) (e.g. mother, father, etc.)? \_\_\_\_\_

Is your child or children under the age of 18?  Yes  No

Are you the primary caregiver of your child(ren)?  Yes  No

Does your child(ren) reside with you?  Yes  No

*Hourly-Paid Benefit Eligible Employees (Only):*

I understand my first week of absence will be paid from my accruals. Thereafter, during any period of subsequent absence, I will receive 60% of my wages from Vassar College. I elect to use the following accruals for the first week of absence and to supplement that 60%, up to the remaining 40% of my wages:

Vacation \_\_\_\_\_  Personal \_\_\_\_\_  Sick \_\_\_\_\_

My signature affirms that the information I am providing is true and accurate to the best of my knowledge.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to Vassar College, Human Resources, Box 718,  
email to [cawest@vassar.edu](mailto:cawest@vassar.edu), or fax to (845) 437-7729**