



03 October 2021

BRAC James P Grant School of Public Health, BRAC University

Policy on Work from Home

Purpose:

This work from home policy outlines the flexible working arrangement available at the School to provide flexibility to staff to manage their work from residence in case of serious ill health, adverse weather conditions and incidence of restrictions regarding vehicle movement on road.

Eligibility:

All fulltime staff of BRAC JPGSPH will be eligible for this policy.

Approval authority:

Respective Center Heads: Dean, Associate Dean, Director of Centers, Head Midwifery Education Program.

Conditions:

Employee can apply for work from home under the following conditions:

- Severe physical illness that hinders employee from attending regular office (e.g. severe back pain, leg injury).
- Advanced stage of pregnancy.
- Adverse weather condition (e.g. water blockage on road) which has resulted from flooding in different parts of Dhaka city.
- Restriction on vehicle movement on road due to political unrest(e.g. Hartal, road blockade) or religious event(e.g. jitema) Note: Staff may require working on holiday in the office depending on supervisor's requirement.
- In case of serious illness of any family member and the respective staff is the only primary caregiver.
- If anyone needs to attend the children during their online classes. (subject to change)

Procedure of taking approval:

- Employee needs to discuss the requirement of working from home with supervisor verbally and if supervisor agreed, s/he can apply via email to supervisor for permission keeping HR, and respective Center Head in copy.
- Supervisor should acknowledge the application keeping HR and respective Center Head in copy and Centre Head will finally approve the application.
- Employee permitted working from home needs to produce deliverables /meet deadlines assigned by supervisor for the period.



- Employee working from home has to be available over phone and email for the period working from home.
- Duration of working from will be mutually decided by staff and supervisor and require approval from respective Center Head.]f the duration is one month or above, prior permission of Dean is required irrespective of Centers.

Sabina Faiz Rashid, PhD
Dean & Professor
BRAC James P Grant School of Public Health
Associate Vice President, IMPACT
BRAC University