

Professor Jean Morrison, University Provost and Chief Academic Officer

One Silber Way
Boston, Massachusetts 02215
T 617-353-2230 F 617-353-6580
www.bu.edu/provost

TO: Boston University Faculty and PhD Students in Teaching or Research Roles

FROM: Jean Morrison, University Provost and Chief Academic Officer

A handwritten signature in black ink, appearing to be "JM", positioned to the right of the "FROM:" line.

DATE: February 16, 2021

SUBJECT: Summer 2021 Workplace Adjustment Request Process

I am writing today to announce the summer 2021 Workplace Adjustment Request process for faculty members and PhD students in teaching or research roles. In order to give schools and colleges adequate time to finalize the course schedule for summer courses, summer 2021 Workplace Adjustment Requests from faculty and PhD students are **due by March 16, 2021**. The summer request process for staff will be announced later this semester.

The summer 2021 Workplace Adjustment Request process will utilize the same criteria as was used for spring 2021 workplace adjustments. Workplace adjustments are available only to individuals who have, or live with someone who has, a COVID-19 [high-risk medical condition](#) as defined by the Centers for Disease Control (CDC), or are part of a group the CDC has identified as [needing extra precautions](#). Workplace adjustments based on age alone will be considered for those who will be 65 or older on August 13, 2021, or who live with someone of that age. The workplace adjustment request team will verify whether or not an applicant has a CDC risk factor; decisions about what adjustment, if any, is available will be made by your dean or dean's designee.

Anyone requesting a workplace adjustment for summer 2021 must complete and submit the Workplace Adjustment Request Form, found on the [Workplace Adjustment website](#). Those who received verification this past fall or spring based on a chronic CDC high-risk condition *will still need* to fill out a new request form but *will not need* to re-submit medical documentation.

If it is determined that a returning applicant needs to re-submit medical documentation for summer 2021, they will be notified individually. Generally, only those who received verification this spring based on temporary conditions will need to re-submit medical documentation.

New applicants will be asked to submit [medical documentation](#) as part of the application process, with the exception of those who are over 65 on August 13, 2021, or belong to a demographic group identified as needing extra precautions.

Detailed information about the application process, including information about exceptions to the submission deadline, can be found on the [Workplace Adjustment website](#).

If you have questions about the process or the form, please contact the COVID-19 employee support line at 617-358-4990 or covidhelp@bu.edu. The support line is staffed Monday through Friday, 9 am to 5 pm.