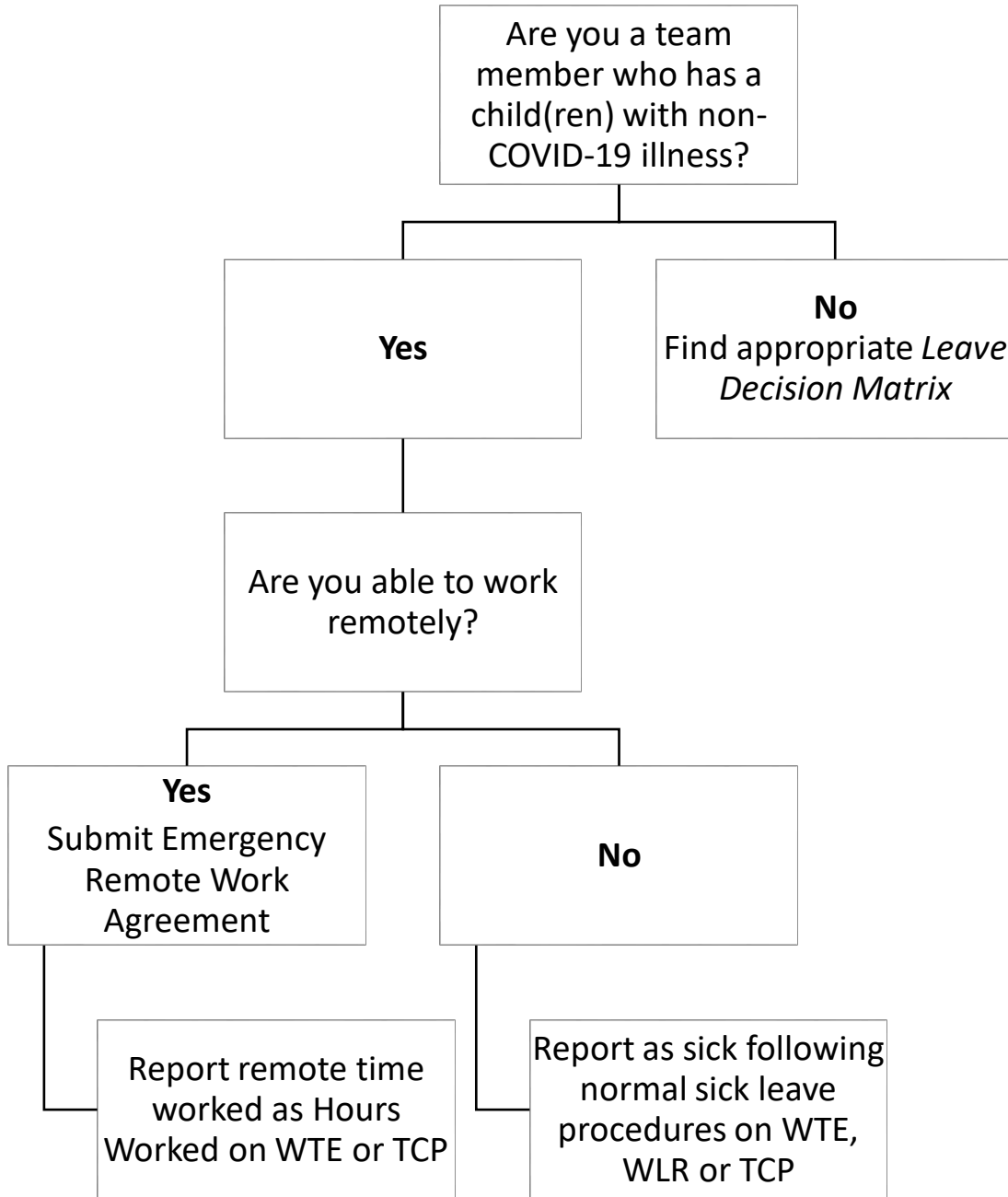**Texas Tech University Health Sciences Center**
Dependent Child with Non-COVID-19 Related Illness Decision Matrix

Are you a team member who has a child(ren) with non-COVID-19 illness?

Yes

No
Find appropriate *Leave Decision Matrix*

Are you able to work remotely?

Yes
Submit Emergency Remote Work Agreement

No

Report remote time worked as Hours Worked on WTE or TCP

Report as sick following normal sick leave procedures on WTE, WLR or TCP

Campus	Campus HR Director	Email	Phone
Abilene	Joy Alsabrook	joy.alsabrook@ttuhsc.edu	(325)696-0458
Amarillo/Dallas	Devona Smith	amahr@ttuhsc.edu	(806)414-9951
Lubbock	Kelly McGinnis	hrleavadmin@ttuhsc.edu	(806)743-4210
Managed Care	Michael Anderson	mchr@ttuhsc.edu	(806)743-3292
Permian Basin	Elizabeth Balderrama	permianbasin.hr@ttuhsc.edu	(432)703-5197

Glossary of Terms:

Remote Working Agreement: https://app4.ttuhsc.edu/RemoteWorkAgreement/secure/default.aspx - Located on the SAFE (www.ttuhsc.edu/safe) website under Team Member Resources.

Time Reporting Methods:

WTE – Web Time Entry: *Non-exempt* team members use WTE to report hours worked and leave time taken.

TCP – TimeClock Plus: *Non-exempt* team members using TCP will continue to report hours through TCP.

WLR – Web Leave Reporting: *Exempt* team members use WLR to report leave time taken. WLR is accessed from the Employee tab on WebRaider by selecting the My Leave Reports (Exempt Employees Only) link in the My Texas Tech Information section.