As Mason employees are encouraged to remote work during the COVID-19 pandemic, we want everyone to feel supported. We’ve compiled remote work toolkits on the following topics:

- **Successful Teleworking**
- **Resilience, Well-Being, and Self-Care**
- **Remote Recruitment and Onboarding**
- **Managing Remotely**

The HR & Payroll team is continually working to create and update these resources and tools to help you navigate remote work; please check flexwork.gmu.edu regularly, as more resources will be added.

We recently received a few emails regarding the option to change flexible spending account elections due to COVID-19. We understand your concerns about being able to use your remaining balances by the end of the fiscal year. We received the following update from the Commonwealth of Virginia’s DHRM Office of Health.

**Can the plan year be extended for the Health Care FSA?**

Unfortunately, the 12-month plan year cannot be extended under IRS regulations governing the plan.
My planned surgery was changed. Can I reduce my annual Health Care FSA election as a result of the change? At this time, the IRS has not provided guidance regarding funds set aside for planned medical procedures that have been postponed due to COVID-19.

Can I reduce my Dependent Care FSA annual election because of closure of school, daycare, or after-school activities due to the pandemic? The IRS considers a change in the cost of childcare services as a Qualifying Mid-Year Event (QME) or Life Event. If enrolled in Dependent Care FSA, you may change your current election by submitting the Enrollment Form, indicating the new election amount, and documentation supporting the change to benefits@gmu.edu. The change will be effective on the first of the month following receipt of the completed Enrollment Form and documentation supporting the change.

What supporting documentation is required to change my current Dependent Care FSA election? Normally, DHRM requires documentation from the provider. DHRM is making an exception, to accept a statement/request from the employee, due to COVID-19 closures.

We will keep you updated as additional information is available. Please email benefits@gmu.edu if you have additional questions about the flexible spending accounts.