



H1N1 Flu (Swine Flu) Temporary Personnel Memorandum

Overview

Novel H1N1 (referred to as “swine flu”) is a new influenza virus causing illness in people and was first detected in people in the United States in April 2009. The Centers for Disease Control and Prevention (CDC) has determined that the H1N1 Flu (Swine Flu) is contagious and is spreading from human to human and on June 11, 2009, the [World Health Organization](#) (WHO) determined that a pandemic was underway.

It is the objective of this temporary memorandum to set forth measures to reduce the risk of infection on campus and in our remote locations. Due to the fact that this virus is passed through human contact and exposure, the Institute is asking employees who are demonstrating flu-like symptoms or have been exposed to H1N1 Flu (Swine Flu) to ***not*** report to work until identified symptoms are no longer present or a doctor has released the employee to return to work.

Who should not Report to Work

Employees, visitors, vendors, volunteers and contractors who are exhibiting the following flu-like symptoms should not report to work:

- Fever
- Body aches
- Sore throat
- Headaches
- Fatigue
- Chills
- Vomiting
- Diarrhea

Employees, visitors, vendors, volunteers and contractors who had a known, recent or direct exposure to anyone with the flu or specifically with H1N1 Flu (Swine Flu) should not report to work and/or to the campus. Employees should contact their supervisor.

Effective Date: June 1, 2009

Excusing Employees from Work

If a manager identifies an employee who appears to be ill with flu-like symptoms, the manager should ask the employee to go home and contact his or her primary-care physician.

If an employee has had a known, recent or direct exposure to anyone with the flu or specifically with the H1N1 Flu (Swine Flu) virus, but is not actively exhibiting symptoms, the manager can ask the employee to stay home and make arrangements to work from home (i.e. telecommuting) if possible.

Managers must follow the Institute's guidelines regarding nondiscrimination as outlined in the *Nondiscrimination and Equal Employment Opportunity* policy. Managers should pay particular attention to employee confidentiality.

A manager should contact the Disability & Leave Administration Unit (x8382) if he/she asks an employee not to report to work. The Disability & Leave Administration Unit will record the names of employees who have been excused from work and work with departments regarding appropriate time reporting.

Time Reporting

Employees not reporting to work under the auspices of this policy are considered excused absences. Employees will be required to use available sick accrual for the duration of their absence.

Employees who are off work to care for a spouse, dependent child, domestic partner or parent with flu-like symptoms should use available sick family accrual for the duration of their absence.

If the employee exhausts his/her available sick accruals, the employee will be placed on *other paid leave* status up to a maximum of 15 days. A manager or a Payroll Activity Monitor (PAM) should work with Human Resources to activate the *other paid leave* status.

Employees whose childcare provider/facility or school is unavailable because of H1N1 Flu (Swine Flu) alert should work with their supervisor to arrange time off such as vacation or make arrangements to telecommute if possible.

Medical Certification

If an employee's absence is 10 work days or longer a medical certification will be required, as consistent with the Institute's Sick Leave Policy (PM 15-3). Medical certifications should be mailed to the Disability & Leave Administration Unit, MC 168-84, or faxed to 626-795-1607.

Telecommuting

Telecommuting options are available for employees who have been asked not to come to work due to exposure or are caring for a sick family member. Sick employees should not be required to work from home. Telecommuting options are available based on supervisor approval and a manager should work with Employee Relations to setup temporary telecommuting guidelines.

Any exception to this policy for campus staff will require the approval of the Associate Vice President of Human Resources or his/her designee.