



TEMPORARY REVISION IN SICK LEAVE POLICY

The following temporary revision in the policy regarding sick leave is in effect for the flu season beginning today, October 16, 2009 and continuing through March 31, 2010.

Effective immediately, any absences of 5 days or more due to seasonal influenza, the H1N1 virus or a severe cold/respiratory infection of self or other household members requiring your care, will NOT require a doctor's note in order to use accrued sick hours. We are aware that during the flu season, most doctor's will not see patients exhibiting typical cold and flu symptoms due to the volume of occurrences. However, an occurrence of the flu that is severe enough to require a doctor's care or any other absences of 5 days or more due to illness of self or other household members requiring your care, continues to require a doctor's note in order to use accrued sick leave. Such an absence may qualify for Family Medical Leave and, as such, requires a physician's certification. Human Resources can answer any questions relating to the possible need for FMLA status.

With this temporary change in policy, it becomes very important that should you find yourself needing to remain home with flu symptoms that you adhere to the following:

- ✘ As per usual, keep in contact with your supervisor regarding your unplanned absence.
- ✘ Please contact Human Resources either by phone or email letting us know you are absent due to flu-like symptoms. HR is tracking the level of absence by faculty and staff due to the flu as Student Health is tracking illness among the students. Humanresources@uchastings.edu or 415-565-4703. A message can be left outside of regular business hours if needed. Please leave contact information just in case we need to reach you.
- ✘ For a faster and more comfortable recovery and in an effort to minimize the spread of illness at Hastings, please stay home until your fever has been gone for 24 hours without the aid of fever reducing medication and/or until major symptoms, i.e. coughing, sneezing, aches, weakness, stomach upset etc., are gone or significantly reduced. It is critical that you use good judgment in determining your readiness to return to work.
- ✘ If you do not have enough hours available in your sick or vacation accrual to cover your absence, please contact HR regarding the Catastrophic Leave Sharing Bank. If there are hours available, you may be eligible to access this resource.

If we all pay attention to and follow these measures the impact of a prolonged flu season on College operations can be minimized.