



## H1N1 and influenza-like absences

At the recommendation of the Centers for Disease Control, during the H1N1 pandemic in the United States, Manchester College will modify its policies as follows:

**Employees absent with H1N1 or other flu-like symptoms are urged to stay home at least 24 hours after being symptom-free without the aid of fever-reducing medicines:**

- **Staff members** must notify their supervisor (e-mail or phone) as early as possible each day of absence. Please also provide notice the day before returning to work.
- **Faculty members** must notify the Office of Academic Affairs (e-mail or phone) as early as possible each day of absence. Please also provide notice the day before returning to work.
- **Supervisors** and the **Office of Academic Affairs** should immediately forward absence notices to the Human Resources benefits administrator, Lindsey Wertz, x5288 or [lawertz@manchester.edu](mailto:lawertz@manchester.edu)

Employees absent more than three consecutive days with H1N1 or influenza-like illness will not be required to complete Family & Medical Leave (FMLA) paperwork, nor will they be required to submit physician authorization to return to work.

Employees will be allowed to use sick time to cover absences due to H1N1 flu-like symptoms, regardless of how long they have been employed or their sick time balances. Negative sick-time balances will be charged against future sick time accruals.