

UNIVERSITY OF NEBRASKA-LINCOLN

2009/2010 Flu Season UNL Faculty/Staff and Student Employee Attendance Policy

In order to aid in protecting the health and safety of employees, UNL has adopted the following attendance procedures specific to Faculty/Staff and student employees who exhibit flu symptoms this season. Due to the highly contagious nature of H1N1 flu and its similarity in symptoms to seasonal flu, anyone displaying flu-like symptoms will be treated the same under these procedures. Please note, this is interim guidance and subject to change as additional information becomes available.

A.) Faculty/Staff and student employees exhibiting the following symptoms must NOT come to work.

Fever greater than 38 C or 100.4 F combined with one or more of the following:

1. Cough
2. Sore throat
3. Runny or stuffy nose
4. Body aches
5. Headache
6. Chills
7. Fatigue
8. Diarrhea and/or vomiting.

B.) Faculty/Staff and student employees must notify their supervisor if they are ill.

C.) Faculty/Staff and student employees must stay home and minimize human contact if they are sick with flu-like illness until at least 24 hours after they are free of fever without the use of fever-reducing medicines.

D.) Supervisors must direct Faculty/Staff and student employees to leave the worksite if they come to campus displaying the above symptoms. Supervisors have the responsibility to ensure the workplace is safe, and as a result, supervisors also have the responsibility to send Faculty/Staff and student employees home who have the above symptoms. Those who display symptoms and refuse to leave after being asked to do so may be subject to disciplinary action.

E.) Faculty/Staff who have not accrued enough paid leave time (i.e. sick, vacation, floating holiday) may request a leave time advance up to five (5) days under UNL policy OR Faculty/Staff may access the university's Crisis Leave benefit. UNL departments will advance leave to Faculty/Staff requesting such leave.

F.) All procedures governing sick leave as stated in UNL policy remain in effect. Family Medical Leave Act (FMLA) benefits for eligible faculty and staff will be concurrent with authorized sick leave.

G.) Any questions regarding this policy can be directed to UNL Human Resources (402) 472-3101.

Updated: August 27, 2009