

UNIVERSITY OF UTAH
PANDEMIC PLAN
SERVICE TEAMS
801-581-2169

1. Under the current University policy what type of leave is available to employees in the event of an influenza pandemic?

Answer: All forms of leave under the current University policy may be considered in the event of a pandemic

- Sick leave
- Vacation leave
- Special Leave without pay
- Medical leave without pay
- Personal Preference Leave

Detailed information regarding leaves can be found at www.hr.utah.edu under Policies and Procedures:

[Leave of Absence \(Health Related\) Policy 5-200](#)

[Leave of Absence \(non Health Related\) Policy 5-201](#)

[Vacation Policy # 5-301](#)

Contact Human Resources for information on the following types of leave:

- Donated vacation leave
- Extended Sick Leave (up to 30 days)
- FMLA - The leave may be protected under FMLA if the employee is eligible, and their own serious health condition or that of a family member qualifies for FMLA protection.

2. If an employee is not sick but refuses to come to work for fear of becoming ill, are departments required to authorize leave?

Answer:

- Departments are not obligated to accommodate absences or leave time due to employee fear of becoming ill. However, no one can predict the severity of a pandemic. Depending on the circumstances, you may want to discuss the situation with the employee. Alternate work schedules and telecommuting are options which may be appropriate to review and consider.

3. If employees are ill but do not have enough leave to cover pandemic-related absences, how can I encourage employees to remain home until completely well before returning to work?

Answer:

- Employees should be educated regarding the potential risks of infecting co-workers.
- Encourage employees to stay home when they are sick or have flu symptoms.
- This is not an option, if they are ill, they are to stay home for minimum of 7 days AND be symptom free for 24 hours.

4. What if an employee comes to work ill, can he/she be ordered to leave the work premises?

Answer:

- Yes, the manager should send them home and encourage them to be seen by their Primary Care Physician or Urgent Care Facility for proper diagnosis.

5. If an employee is absent for three consecutive days or more, and does not contact the supervisor, can the employee be separated for abandonment?

Answer:

- Prior to separating an employee for abandonment, review the situation with your Employee Relations Specialist.
- An employee may be unable to call in because he/she is incapacitated or because phone service in the area has been affected.
- If the employee or a member of the employee's immediate family is seriously ill, the employee may be eligible for leave under the Family & Medical Leave Act. In a pandemic situation, a number of different and unanticipated events may be occurring, which may impact the ability of an employee to contact the supervisor.
- If it is determined that a separation for abandonment is the appropriate action; your Employee Relations Specialist will assist you with the separation procedures.

6. What if a large percentage of employees become ill, what is the maximum number of overtime/additional hours the remaining employees can be required to work?

Answer:

- Given the needs of the department, it is up to the supervisor or manager to determine the number of overtime/additional hours that is reasonable and practical for the continued operation of their department.
- Non-exempt employees are required to receive overtime in the form of pay or compensatory leave for hours worked in excess of 40 per work week.

7. Certain employees have been identified as providing critical business functions, what is the maximum number of hours these employees can be required to work?

Answer:

- Given the needs of the department, it is up to the supervisor or manager to determine the number of overtime/additional hours that is reasonable and practical for the continued operation of their department.
- Non-exempt employees are required to receive overtime in the form of pay or compensatory leave for hours worked in excess of 40 per work week.
- Prior to any type of emergency, agencies should ensure that employees providing critical business functions understand their roles and responsibilities.

8. How should time off be coded in Kronos if an employee is out for flu-like symptoms or confirmed H1N1?

Answer:

- They are to use sick, vacation and/or personal preference accruals first. If they don't have any accruals, it is to be coded as Unpaid.
- If they are approved for leave, it will be coded appropriately.
- Enter in the Kronos Notes that this was an excused illness due to Pandemic guidelines.

9. If an employee tests positive for H1N1, can they return to work when they feel better?

Answer:

- No, they need to be out for 7 days minimum AND be symptom free for 24 hours.

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