

Frequently Asked Questions Regarding Influenza A (H1N1)

GENERAL QUESTIONS – ALL EMPLOYEES

Where can I find the latest information about Influenza A (H1N1) and the situation at Indiana State University?

- <http://www.cdc.gov> for general information
- <http://www.who.int/csr/disease/swineflu/en/>
- <http://www.indstate.edu/shc/SpecialNotice.html>
- <http://www.indstate.edu/shc/h1n1fluvirus.html>
- http://www.indstate.edu/pandemic_flu/

How do I know if I have the flu?

You may have the flu if you have some or all of these symptoms:

- Fever (it's important to note that not everyone with flu will have a fever)
- Cough
- Sore throat
- Runny or stuffy nose
- Body aches
- Headache
- Chills
- Fatigue
- Sometimes diarrhea and vomiting

What should I do if I develop influenza symptoms?

To limit the potential for exposure to other people, if you have a fever greater than 100 degrees Fahrenheit and a cough, **do not** come to work. Take the following actions:

- Notify your supervisor that you are ill and will not be able to work
- Isolate yourself to keep from potentially exposing other people (stay at home)
- Seek medical advice from your primary physician
- If your primary physician suspects that you have the flu, contact your supervisor and ask him/her to report an absence from work due to an influenza like illness. The supervisor needs not to report an employee name, just that there is an employee absence. This can be reported to Bridget Gaddis by email at bridget.gaddis@indstate.edu. This tracking of absences is not required, but may be helpful to understanding the overall health status of the campus community.

When can I return to work if I have had Influenza A (H1N1)?

The CDC recommends that you stay home for at least 24 hours after your fever is gone.

Are flu screenings available on campus for Faculty and Staff?

Faculty and Staff who are experiencing influenza-like symptoms are advised to contact their primary care physician for evaluation.

I have an employee who is ill and has come into work. I'm concerned about the potential for exposure to other people. Can I send this employee home?

Yes. Of greatest concern is an employee with a fever greater than 100 degrees Fahrenheit and a cough; this employee should definitely be sent home. Other symptoms (coughing, sneezing) may also be of concern; the decision to send an employee home who is exhibiting these symptoms is to be made on a case-by-case basis. If possible, consult with Human Resources before sending an employee home.

- In addition, advise employees of the basic preventative measures (practice good hygiene, including frequent hand washing, covering your nose and mouth with your sleeve if you cough or sneeze, and avoid touching your eyes, nose or mouth with your hands) and post flu flyers throughout your work areas.

My child's school is closed due to an incident of Influenza A (H1N1), and my child is not sick. I have no other child care arrangements. Can I bring him/her to work with me?

Bringing a child to work is not recommended or advisable – and in many work areas it is prohibited.

TIME OFF AND PAY WHEN THE CAMPUS REMAINS OPEN – STAFF EMPLOYEES

If an employee is sent home from work due to illness, how will he/she be paid?

The following options are available although not all options will be available in all situations depending upon the nature of the job responsibilities and the extent of the illness:

- Use accrued sick leave hours if the employee has a balance
- Use accrued vacation time if the employee does not have any accrued sick leave hours
- Support staff can choose to use a convenience day if available
- Make up the work on an hour – for – hour basis during the same workweek with supervisory approval (does not apply for EAP staff)
- EAP staff may work a different schedule with supervisory approval.
- Work from home with supervisory approval.
- If no sick leave or vacation or in the case of support staff convenience day is available you may apply for the sick leave transfer (see policy of staff benefits web site).

Do I have to use my own sick leave or other paid time off if my supervisor sends me home even though I think I'm well enough to work?

Yes, you must use your own sick leave or other paid time off or request an absence without pay. Depending upon the nature of your illness and your job responsibilities, you may be able to make up the work in the same workweek, work a different schedule or work from home with supervisory approval.

I don't have enough sick leave or vacation time to cover my absence from work due to the Influenza A (H1N1) outbreak. How can I afford to stay home until I am completely well before returning to work?

To minimize the potential exposure to others, it is very important that you do not return to work until 24 hours after your symptoms are gone, based on the current message from the CDC.

May I choose to go home if I don't want to be exposed to a sick coworker who isn't sent home?

Yes, with supervisory approval you may leave work; however, you must use your own paid vacation time, convenience day (support staff) or request an absence without pay. With your supervisor's approval, making up the work in the same workweek, working a different schedule, or working from home may be options available to you.

I'm not sick, but I don't want to come to work for fear of becoming ill. Is my supervisor required to approve my request for time off?

No. You may request to take vacation or a convenience day for support staff; however, your supervisor is not required to approve your time off request if your department is short on Staff. It is important to educate yourself about the H1N1 virus and its transmission.

During the Influenza A (H1N1) outbreak can my supervisor cancel my vacation time off request that has already been approved?

Yes, your supervisor has the authority to cancel any pre-approved vacation request, especially in circumstances where there are serious Staff shortages as a result of illness. Your vacation also could be cancelled if you have been designated as critical Staff due to the nature of your job responsibilities.

My child's school (day care) is closed due to an incident of influenza A (H1N1), and my child is not sick. I have no other child care arrangements and must stay home with him/her. How will I be paid?

Promptly notify your supervisor of the reason for your absence and your anticipated return to work date. In this situation the following options are available although not all options will be available in all situations depending upon the nature of your job responsibilities:

- Use accrued vacation time
- Use convenience day (support staff)
- Make up the work on an hour-for-hour basis during the same workweek with supervisory approval (not for EAP staff)
- EAP staff may work a different schedule with supervisory approval or if absent for a full work day, may use accrued vacation time.
- Work from home with supervisory approval
- Request an absence without pay.

Does FMLA apply if I contract influenza A (H1N1)? Does FMLA apply if my spouse or child contracts Influenza A (H1N1), and I must stay home to care for him/her?

If all the following criteria are met and you meet the eligibility criteria for FMLA (you have worked 12 months for the university and have worked 1,250 hours in the preceding 12 months), FMLA will apply:

- A period of incapacity of more than three consecutive, full calendar days **and**
- Two in-person visits to a health care provider; the first visit within 7 days of the first day of incapacity and the second visit within 30 days of the first day of incapacity **or**
- One in-person visit to a health care provider within 7 days of the first day of incapacity and subsequent treatment that includes prescription medication.

FMLA information and resources are available in the employee handbook Appendix C.

If I must stay at home because I have contracted Influenza A (H1N1) (or my child has contracted Influenza A (H1N1), and I must stay home to care for him/her), how will I be paid?

The following options are available although not all options will be available in all situations depending upon the nature of the job responsibilities and the extent of the illness or care provided:

- Use accrued sick leave hours
- Use convenience day (support staff)
- Make up the work on an hour-for-hour basis during the same workweek with supervisory approval (not for EAP staff)
- EAP staff may work a different schedule with supervisory approval or if absent for a full work day, may use accrued vacation time.
- Work from home with supervisory approval
- Request an absence without pay.