



## **Pandemic Influenza Response Plan Sick Time Policy Amendment**

In light of the fact that incidents of H1N1 flu have been verified in the Erie community, faculty, administrators, staff and student employees who present flu-like symptoms are directed to:

- self-isolate
- not report to work
- stay home until they have been fever-free for 24 hours without fever-reducing medicine

To address questions about sick pay, Gannon University is temporarily amending its time-off policies for absences due to the flu. Until further notice, the following modifications to the University time-off policies have been implemented:

1. During a new colleague's 90-Day Introductory Period, sick time is earned but cannot be paid. This rule will be suspended for colleagues suffering from flu symptoms.
2. The University Holiday pay rule states that a physician's statement may be required if a colleague misses work the day before or after a holiday. This rule will be suspended for colleagues suffering from flu symptoms.
3. The limitation of three days per year for the care of a sick child, spouse or parent will be suspended if more than one member of the immediate family suffers from flu symptoms.
4. The requirement that colleagues absent more than three days present a medical excuse will be suspended for colleagues suffering from flu symptoms.
5. The requirement that colleagues notify their supervisors when absent is **NOT** waived. All colleagues are required to provide information to their supervisor describing symptoms and if the individual employee is sick or if they are taking care of a sick family member.
6. If a supervisor does not hear from a colleague for three consecutive days, the supervisor will contact the colleague by phone and by email.
7. In the event that an hourly colleague has exhausted his/her paid sick time for flu-related absences, Gannon will advance the colleague sick time based on the colleague's length of service.
  - Less than five years of service - six days will be advanced
  - More than five but less than ten years of service - nine days will be advanced
  - Ten or more years of service – twelve days will be advanced