

New sick leave guidelines adopted during pan flu epidemic:

ASU employees who are concerned about H1N1 flu and how to handle absences may be able to take advantage of a new policy adopted by the Office of Human Resources.

The Office of Human Resources has redefined its sick pay policy to reflect challenges to the university's workforce during a pandemic. The World Health Organization declared a stage six pandemic earlier this year due to a worldwide spread of the H1N1 flu virus.

During a pandemic, when instances of employee illness are anticipated to increase dramatically, the demands on medical service providers become extremely high. For this reason, ASU employees who become ill with flu-like symptoms during a defined pandemic will not be required to obtain and submit a doctor's excuse/note or other documentation in support of the absences.

ASU's Office of Human Resources has also created the option to advance sick leave accruals during the H1N1 flu pandemic. The program allows supervisors to advance 48 hours of sick leave for full-time employees who have exhausted their sick, vacation and comp time. An employee also may borrow an additional 48 hours of sick leave during the pandemic in the event of an extended illness or second occurrence with supervisory and Office of Human Resources review and approval. See below for details.

ASU Guidelines for Advancing Sick Leave Accruals During H1N1 Flu Pandemic

To minimize the spread of H1N1, Arizona State University employees are encouraged to stay home from work when experiencing flu like symptoms. Arizona State University recognizes that there are employees who may be inclined to come to work while ill due to insufficient sick leave accrual balances (i.e., new hires, frequent use, etc). This program provides employees who have exhausted their accruals the ability to borrow against their future sick leave accruals during the defined pandemic period.

- This program is available to all benefit eligible employees.
- An official announcement from OHR will inform employees when the program will begin and end. The time frame will be based on guidance from campus health services officials, the Arizona Department of Health Services, Maricopa County Department of Public Health, and the Centers for Disease Control as the severity, number of cases, and transmission of the H1N1 virus is monitored.
- This program allows for a benefits eligible employee to be advanced sick leave accruals from his/her own future earned balance of 48 hours (six days if on a 8 hour work schedule) *(based on FTE; i.e., 48 hours for full time employees)*. Also during the defined pandemic period, in the event of extended illness or a second occurrence, and with supervisory and OHR review and approval, an employee may borrow an additional 48 hours of advance sick leave for a combined first and

second occurrence maximum of 96 hours (12 days if on an 8 hour work schedule).

- The eligibility for advancement of future earned sick leave accruals requires:
 - Exhaustion of all sick leave accruals (zero balance).
 - Exhaustion of all vacation accruals (zero balance).
 - Exhaustion of all compensatory time accruals (zero balance).
 - Reason for absence must be a serious contagious illness with flu-like symptoms, and must satisfy ASU policy SPP 701-01 (Sick Leave – General Policy)
 - Employee must sign an agreement that advanced sick leave accruals will be deducted from their future sick leave accrual balance following the employee's return to the workplace and in each subsequent pay period until the advanced hours have been recouped. (payback of accrual will be completed within 12 months after the end of the Pandemic Flu period).
 - Employee must sign an agreement to pay back the equivalent dollar amount for any advanced sick leave accrual balance still outstanding upon separation from employment with Arizona State University.

- At the end of the program period, an employee's sick leave accrual balance will be reduced by the same amount of sick leave accrual hours that were originally added to their balance. If the existing sick leave accrual balance is not large enough to collect the entire amount due, the remaining balance will be deducted in subsequent pay periods until fulfilled. The employee's sick leave accrual balance will continue to be set at zero until the full amount is collected. This advanced sick leave will be granted for any pandemic flu and/or seasonal flu during the start and end date that has been identified.