

**Additional H1N1 FAQs  
FOR UWM EMPLOYEES  
5/11/09**

Generally, employees are expected to report to work as assigned unless otherwise directed by an appropriate authority.

Q. I am concerned about being exposed to the H1N1 flu at work. Do I need to report to work?

A. Yes, please report for work unless otherwise directed. As UWM employees, everyone has an obligation to keep programs and offices running to the fullest extent possible, even in an emergency. UWM will do everything in its power to reduce the risk of exposure in the workplace.

Q. May I use accrued leave balances to stay home during a flu outbreak, even if I'm not sick?

A. Employees may request leave at any time, and it will be approved or denied by supervisors as appropriate. Supervisors and managers may consider being flexible in granting leave requests depending upon recommendations from the Milwaukee Health Department or other health authorities.

Q. If I'm experiencing flu-like symptoms, what should I do?

A. Stay home or go home. Minimizing the spread of the virus is critical. If you think you are coming down with, or have the flu, contact your supervisor or department (as appropriate) and stay out of the workplace. You will not be doing your School/College or department any favors by trying to work while ill! Use of sick leave or other accrued leave or leave without pay will be handled according to existing policies, practices and collective bargaining agreements and supervisors will be encouraged to be flexible in dealing with real flu-related absences. See our general FAQ for additional information.

Q. What if I have been exposed to the flu but have no symptoms?

A. In general the current recommendations state that individuals without symptoms can continue their normal activities in and out of the workplace. Documentation of the exposure may be requested by the employer and policies for using personal leave balances will apply if you are instructed to remain home and do not have symptoms. See our general FAQ for additional information.

- Q. Can the employer send me home if I have been exposed to the flu but choose to come in to work?
- A. An employee will not ordinarily be sent home unless he or she is exhibiting symptoms. Employees who *are exhibiting* symptoms **can and will be sent home**, and policies for using personal leave balances will apply.
- Q. What if my students do not come to class due to the flu? Do I have to use leave time to account for the missed class?
- A. No, in the event that illness affects an entire class, and class is not held, the instructor should not record leave.
- Q. What if a colleague teaches a class for me due to my own illness or family illness? Can I claim colleague coverage in lieu of using sick leave?
- A. No, if you are unable to teach a class but have a colleague cover the lessons for that session you should note the class was covered on your leave report but, also, record leave used for that day.
- Q. As an unclassified staff member how should I record my leave usage if my supervisor sends me home?
- A. Full-time faculty and academic staff appointments report sick leave, according to University policy, in one-half and full day increments.

Absences between one-quarter day (2 hours) and three-quarters day (6 hours) are charged as one-half day (4 hours). Absences greater than three-quarters day (6 hours) and one and one-quarter day (10 hours) are charged as one day (8 hours).

Part-time, less than a 100% appointment, faculty and academic staff charge sick leave on an hour for hour basis in accordance with their approved work schedule. While leave is earned on the basis of your percentage of appointment, sick leave is charged based on the actual use, not your percentage of appointment.

- Q. What if I suspect that a coworker has the flu, or has been exposed to it?
- A. Please discuss your concerns with your supervisor. In spite of these concerns however, employees are expected to work unless granted leave. CDC is not recommending that individuals who do not have symptoms change their normal routine. If you are at high risk for complications you should contact your healthcare professional for additional assistance.

- Q. What if my children's school or day care provider is closed and there is no one else to watch the kids?
- A. You may request to use vacation; personal holiday, compensatory time or leave without pay, and documentation may be requested.
- Q. Is the H1N1 flu a condition that will qualify me for the use of Family and Medical Leave Act (FMLA) leave?
- A. FMLA may be available with regard to the employee's own serious health condition, or for the care of a family member with a serious health condition. Generally speaking a personal serious health condition requires incapacity for three consecutive days and treatment twice in 30 days; or and in-person visit to a health care provider within seven days of incapacity, plus continuing treatment. For more information on the FMLA see the Department of Human Resources web site, [http://www4.uwm.edu/hr/toolkits/fmla\\_toolkit/index.cfm](http://www4.uwm.edu/hr/toolkits/fmla_toolkit/index.cfm).
- Q. What if family members who do not live with me are sick; may I stay home to care for them?
- A. The use of sick leave, FMLA and other discretionary leaves will be administered in accordance with the applicable labor agreements or state administrative code. As stated above, employees may request leave at any time, and it will be approved or denied by supervisors as appropriate. Supervisors and managers may consider being flexible in granting leave requests depending upon recommendations from the Milwaukee Health Department or other health authorities.
- Q. I'm academic staff; if I'm required to stay at home for the care of a family member do I have to use leave or can conduct some of my work from home?
- A. If you feel you could work from home you may request a work from home arrangement with your supervisor/department chair. This should be documented and agreed upon. For any alternate schedule from the standard work week (7:45 am – 4:30 pm, M-F) employees must complete the alternate work schedule form. For more information on unclassified leave see the Department of Human Resources web site, [http://www4.uwm.edu/hr/toolkits/leave\\_toolkit/index.cfm](http://www4.uwm.edu/hr/toolkits/leave_toolkit/index.cfm)

Please go to [http://emergency.uwm.edu/pdf/h1n1\\_faq.pdf](http://emergency.uwm.edu/pdf/h1n1_faq.pdf) for additional general questions and answers related to H1N1 flu.

