

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
CAMPUS HUMAN RESOURCES

Frequently Asked Questions Regarding Influenza A (H1N1)

For up to date information regarding Influenza A (H1N1; also known as “swine flu”), click here:
http://www.mhc.illinois.edu/general/news/h1n1_update.htm

This document may be updated. Check back often.

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

The current Centers for Disease Control (CDC) guidelines indicate that people with flu-like illness should remain at home until at least 24 hours after they are free of fever or signs of a fever without the use of fever-reducing medications.

Updated as new guidance is provided or changed by the CDC: August 13, 2009

With all of the uncertainty associated with an H1N1 outbreak, is there a place that I can go to obtain assistance if I am experiencing increased stress and anxiety levels that are affecting my job performance?

For employees experiencing personal problems that are affecting their job performance, the Faculty/Staff Assistance Program (FSAP) can provide confidential assistance. The contact information for FSAP is:

1011 West University Ave.

Urbana, IL 61801

(217) 244-5312

Monday - Friday, 8:30 a.m. to 5:00 p.m.

24-hour mental health crisis line for University Employees: (217) 244-7739

24-hour community mental health crisis line: (217) 359-4141

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

Yes. According to current CDC guidelines, an employee with a fever greater than 100 degrees Fahrenheit and a cough is of particular concern. Other symptoms (body aches) 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. Supervisors are encouraged to consult with the Campus Human Resources offices.

Time Off and Pay When the Campus Remains Open

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

Depending upon the nature of the job responsibilities and the extent of the illness, the following options may be available:

- Use accrued sick leave benefits
- Use accrued vacation/personal leave benefits
- Use accrued compensatory time if applicable
- Request an approved absence without pay if no paid benefits are available

You should check with your supervisor to determine what options are available in your particular circumstance.

Do I have to use my own 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 paid time off or be given an approved absence without pay.

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?

You may request to take leave; however, your supervisor can require you to come to work if your departmental needs or campus needs do not permit your absence. It is important to educate yourself about the H1N1 virus and its transmission. Visit the McKinley Health Center web site [FAQ document](#).

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 supervisor can require you to come to work if your departmental needs or campus needs do not permit your absence.

My child's school (day care) is closed due to an incident of Influenza A (H1N1), and my child is not sick. If I have no other child care arrangements, can I bring my child to work? If I must stay home with my child, how will I be paid?

No employee is permitted to bring his/her child to work. Should you need to stay home with your child, 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 benefits
- Use accrued compensatory time if applicable
- Make up the time on an hour-for-hour basis during the same workweek with supervisory approval if applicable
- Make arrangements to work an alternative temporary schedule
- Work from home with supervisory approval
- Request an approved absence without pay if no vacation benefits are available

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 may apply:

FMLA information and resources are available at:

http://www.shr.illinois.edu/Forms/FMLA_Employee.html

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University of Illinois

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