

Kalamazoo College  
Posted 11 September 2009

To: All Faculty and Staff  
From: Human Resources  
Re: Attendance Reporting and Time Off due to Pandemic Influenza

Health experts predict increased incidence of H1N1 flu this fall and advise all individuals with flu symptoms to isolate themselves at home to reduce spread the illness. Each of us has an important responsibility to follow this advice.

To protect the campus community the College will monitor absences due to flu and will keep the community informed. Policies regarding paid time off benefits have been adjusted during this period so that sick staff members can more easily stay home.

If you develop flu symptoms:

- Do not come to campus! Stay home until you have been fever-free for 24 hours without fever-reducing medication.
- Report your absence, daily if possible, via telephone or email. A faculty member should notify the departmental office coordinator and the Provost's Office. A staff member should notify his/her supervisor or department designate and Human Resources (x7223 or [hr@kzoo.edu](mailto:hr@kzoo.edu)).

Paid sick time for hourly paid staff:

- An hourly staff member who needs to stay home due to his or her own illness or to care for an ill family member will be paid from his or her emergency time accrual. If an individual does not have enough accrued emergency time to cover an absence due to influenza, paid time will be advanced from future accruals.

Medical verification not required:

- It is anticipated that medical offices will be extremely busy in the event a high incidence of influenza. Since those with mild symptoms are not advised to visit a health care provider, a medical provider's note to verify absence due to influenza will not be required.

Individuals at high risk of complications from influenza should consult their health care providers in advance for advice about what to do if flu conditions in the community become more severe.

Please stay informed! For a full description of the College's pandemic response plan and links to websites with information about what you can do to protect yourself and your family, <http://www.kzoo.edu/studev/H1N1NEW.htm>.