2009-2010 Flu Season
Staff Frequently Asked Questions

What should I do if I am exhibiting symptoms?
If you are exhibiting flu-like symptoms, stay home from work and seek medical care, as appropriate. You should use available leave balances to provide pay during your absence from work (see OSU Policy #2-0113, Faculty Sick Leave and #3-0716, Sick Leave for Staff, http://hr.okstate.edu/policy_proced.htm). You should maintain contact with your supervisor/department head to ensure that he/she is aware of your need to remain at home and your anticipated date of return to work. If your illness requires continued absence, you should contact your healthcare provider for treatment. Please note that policy does allow supervisors to require documentation upon your return to work. If you are unsure of whether this will or will not be required, please ask your supervisor. Do not return to work until you have been free from fever, or signs of a fever, without the use of fever-reducing medicines for at least 24 hours.

What should I do if one of my staff is exhibiting symptoms?
Staff members exhibiting flu-like symptoms will be required to leave work and be placed on appropriate leave for this purpose (See OSU Policy #2-0113, Faculty Sick Leave and #3-0716, Sick Leave for Staff). Employees without accrued leave will be granted time off without pay until they are medically able to return to work. This may require that the employee provide documentation from his/her physician indicating the medical need to be off of work and his/her ability to return to work. Employees will stay home from work until they have been free from fever, or signs of a fever, without the use of fever-reducing medicines for at least 24 hours. Employees should maintain contact with you, as their supervisor/department head, to ensure that you are aware of their ability to return to work or need to remain at home. Please be aware that many cases will require the employee to remain off of work from three to five days.

A family member is ill with flu-like symptoms, what should I do?
Employees who are well but who have an ill family member at home with flu-like symptoms may go to work as usual. These employees should monitor their health daily and take regular precautions such as washing their hands or using alcohol-based sanitizers. If the employee becomes ill, s/he should notify the supervisor and go home. Employees may use appropriate leave balances to provide payment during times that they stay home and provide care to an ill family member as defined within OSU Policy #2-0113, Faculty Sick Leave and #3-0716, Sick Leave for Staff.

What about Family Medical Leave?
Family medical leave requires a “serious health condition” which normally does not include short-term illnesses such as flu. Employees and/or employees caring for covered family members with flu will not routinely be placed on family medical leave. In rare cases involving complications from the H1N1 flu virus, family medical leave may be appropriate. If you have questions regarding whether or not family medical leave is appropriate, please contact University Human Resources, (405) 744-5373.

Remember
1) Wash hands often.
2) Cough into your arm or use a tissue and throw it away.
3) Keep sick at home.