

September 28, 2009

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TO: All Finance and Administrative Affairs Employees

FROM: Christy L. Brown 
Vice Chancellor for Finance and Administrative Affairs

RE: Faculty and Staff H1N1 General Information

We anticipate the real possibility that a large number of individuals at UWM will be directly or indirectly affected by the H1N1 flu over the next several months. To plan for this possibility, we have developed the attached guidelines to be used by faculty, staff, and administrators.

Information for Faculty/Staff with Flu-like Symptoms

When dealing with highly contagious diseases like influenza, you need to stay home and not infect co-workers and students. Here are some basic guidelines for flu-like symptoms:

- 1. If you have flu-like symptoms, stay home or go home.**
Flu-like symptoms are sore throat or cough and fever of 100 degrees or higher. Influenza is very contagious, so this is necessary to limit the spread of the illness.
- 2. Stay away from work until you are free from fever for 24 hours (without using fever reducing medication).**
You may also contact your doctor to secure written confirmation that you are no longer ill/contagious.
- 3. You do not need a doctor's note to justify absence for flu-like symptoms.**
Normal requirements for obtaining doctor's notes are suspended for flu-like symptoms this season. You still must follow normal reporting requirements regarding when you are going to be out and when you might return so appropriate planning can be done in the workplace.
- 4. Consult your personal health care provider if you have questions or concerns about your illness.**
Other chronic illnesses (e.g., asthma, diabetes) or pregnancy may weaken your immune system. Contact your personal health care provider if you are in doubt or exhibit warnings signs that could require immediate medical attention: breathing difficulty, pain or pressure in the chest/abdomen, sudden dizziness, confusion or persistent vomiting.

5. Absences due to flu-like symptoms must be accounted for with either paid or unpaid leave.

Those with accrued leave benefits may request use of sick leave, vacation or other paid leave, consistent with applicable university and State policies. When paid leave is exhausted or unavailable, employees may be granted unpaid leaves of absence (including unpaid furlough), consistent with applicable policies. UWM does not have authority to grant paid time off other than through accrued leave programs.