



## Flu Call In Procedures

The upcoming flu season will be a challenging one and will require special procedures for reporting employee absences.

All employees that are absent from work due to flu related symptoms or to care for family members with flu related symptoms, must call the HR Office (ext. 8504) in addition to following their regular call-in procedures.

In the event of a serious outbreak of flu, this reporting will allow the College to provide the Health Department with accurate statistics. The call-in policy is for flu related absences only. The calls should be made daily beginning the first day of the absence and continuing until the employee returns to work. Please call no later than one hour before the start of your regularly scheduled work day.

No employee should be encouraged to report to work if they are exhibiting flu symptoms and a supervisor should send home an employee that reports to work with flu symptoms. They may also make arrangements for staff members without remaining paid leave to take the required time off without financial hardship.

Most people who are sick with either the seasonal flu will recover without medical treatment. Employees returning to work after an absence due to flu related symptoms should not be required to submit a medical excuse for their absence.

Seasonal flu vaccinations will be administered on campus (dates emailed out) and are at no charge to insurance holders.

For further information the flu, please visit [www.flu.gov](http://www.flu.gov). Please contact the HR Office at ext. 8504 with any questions or concerns.

