

Epidemic/Pandemic Flu Attendance Guidelines

Absences from work or being required to leave work, as directed by Occupational Health, for an illness related to a declared epidemic/pandemic flu outbreak (Stage 4 of the EPRI Plan), will not be considered occurrences under the organization's attendance monitoring policy. Employees will be required to use paid leave, if available, for such absences (sick leave or paid time off, subject to the organization's leave program).

Absences for other reasons will continue to be handled in accordance with the organization's attendance monitoring policy.

Employees should be instructed to call in to their manager rather than report to work if they have flu-like symptoms. If Stage 4 has been initiated, the manager will then refer them to Occupational Health (OHS) for telephonic initial screening. If they are subsequently instructed not to report to work by OHS, the absence will not be considered an occurrence. Alternatively, employees who are treated for flu symptoms by their personal physician or healthcare provider will not receive an occurrence if appropriate documentation is provided to OHS.

In all the above cases, employees must be cleared by Occupational Health prior to reporting back to work.