

HUMAN RESOURCES MEMORANDUM 14-001		DATE ISSUED: February 21, 2014
SUBJECT: Influenza Season		REFERENCE: PML 2014-001
TO: Director, Chief Deputy Director, Deputy Directors, Office/Branch Chiefs, Managers, Supervisors, and Labor Relations		SUPERSEDES:

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose The purpose of this memo is to provide managers and supervisors with guidelines for prevention and management of illness in the workplace.

Direction Managers and supervisors should manage employees the same way they would if they had other illnesses by encouraging them to stay home or go home if they show signs of flu symptoms.

Leave Usage The California Department of Human Resources (CalHR) recommends the following use for absences that may occur due to the influenza (flu) season.

Managers and supervisors are reminded to review the provisions for leave usage, return to work, and medical verification in the appropriate collective bargaining agreements.

The following types of leaves may be available for employees to use while off work due to illness.

- Sick Leave
- Vacation
- Annual Leave
- Furlough Hours
- Personnel Leave Program
- Compensating Time Off
- Voluntary Personal Leave Program
- Holiday Credits
- Catastrophic Leave
- Non-Industrial Disability Insurance
- State Disability Insurance
- Family Medical Leave Act
- California Family Rights Act

CalHR's [Leave Benefits](#) webpage provides guidance on the use of the above

leaves.

Extended Absences

Employees that have no leave balances or have exhausted their leave balances due to a prolonged illness or family member's illness may be eligible for Catastrophic Leave. Refer to the Catastrophic leave policy in OHR's [Personnel Operations Manual](#) (POM) at on the OHR internet site.

In addition, to minimize the impact on operations, supervisors and managers may consider the following options to assist employees who are off work due to their own illness or a family member's illness, but are still able to perform work duties:

Work Option	Resources
Telework Policy	Refer to DGS Telework Policy and additional telework resources
Alternate Work Policy	Refer to OHR's POM
Flextime	Refer to collective bargaining agreements for represented employees

Flu Resources

Based on recommendations from the Department of Public Health and the Center for Disease Control and Prevention, CalHR recently released the following information regarding the flu illness and actions to prevent the spread of respiratory illnesses like the flu.

- [CalHR flu prevention guidelines for state employees](#)
 - [CalHR Flu Season Guidance for State Employees](#)
 - [CalHR Flu Season Guidance for Supervisors and Managers](#)
 - [CalHR Flu Season Guidance for Personnel Offices and Employee Relations Officers](#)
 - [Department of Public Health - Flu Deaths Increase in California](#)
 - [Centers for Disease Control and Prevention – Seasonal Flu 2013-2014](#)
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Questions

For questions related to this HR Memo, should work through their office or division Personnel Liaison.

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

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