



## Frequently Asked Questions H1N1/Seasonal Flu

### Leave Issues

<b>1. Q</b>	<b>Does the State have in effect a different leave policy for absences due to H1N1/Seasonal Flu?</b>
A	No, we have provided a list of existing <a href="#">Leave Options</a> , as provided for in the Merit Rules and in other leave policies, that agencies and employees may consider. Remember all leave must be requested and approved by the supervisor and is not to be unreasonably denied.
<b>2. Q</b>	<b>Does the State require medical verification for sick leave due to H1N1/Seasonal Flu?</b>
A	Agencies may have leave policies that require medical verification of sick leave as do some collective bargaining agreements. Agencies should exercise reasonable discretion when requesting sick leave medical verification.
<b>3. Q</b>	<b>How should employee absences due to school/dependent daycare closings due to an H1N1/Seasonal Flu outbreak be handled?</b>
A	Agencies should use reasonable judgment in deciding whether to approve leave.
<b>4. Q</b>	<b>What leave options are available for employees who are sick?</b>
A	See <a href="#">Leave Options</a>
<b>5. Q</b>	<b>What should agencies consider before allowing an employee to borrow ahead on sick leave?</b>
A	Ensure that the employee meets the requirements set forth in Merit Rule 5.3.7.
<b>6. Q</b>	<b>Can employees use Donated Leave for absences due to H1N1/Seasonal Flu?</b>
A	Generally an employee absent due to H1N1/Seasonal Flu will not qualify for Donated Leave as the employee will not likely meet the requirement of being out for greater than five weeks.
<b>7. Q</b>	<b>Are employees entitled to Family and Medical Leave (FMLA) for H1N1/Seasonal Flu?</b>
A	Depends on whether the event meets the criteria of a serious health condition as defined in the Family and Medical Leave Act, as amended. Highlights available at <a href="http://www.delawarepersonnel.com/labor/fmla/index.shtml">http://www.delawarepersonnel.com/labor/fmla/index.shtml</a>

### Minimizing Spread of H1N1/Seasonal Flu at the Workplace

<b>8. Q</b>	<b>What can employees do to minimize the spread of H1N1/Seasonal Flu or other contagious diseases?</b>
A	<p>Per information on the Delaware Division of Public Health web site, employees should:</p> <ul style="list-style-type: none"> <li>◆ Cover their nose and mouth with a tissue when coughing or sneezing.</li> <li>◆ Wash their hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners are effective.</li> <li>◆ Avoid close contact with sick people. People infected with H1N1/Seasonal Flu or ill with any influenza-like illness should remain at home until at least 24 hours after they are free of fever (100°F [37.8°C]), or signs of a fever without the use of fever-reducing medications.</li> <li>◆ Stay home from work or school if they become sick, and limit contact with others. Avoid touching your eyes, nose or mouth.</li> </ul>

<b>9. Q</b>	<b>What additional precautions can an agency take for employees dealing with the public?</b>
A	<p>Agencies may consider the following precautions:</p> <ul style="list-style-type: none"> <li>◆ Restrict how close the public may come to employees;</li> <li>◆ Allow those employees who so choose to wear medical masks;</li> <li>◆ Educate employees to wash hands often and use anti bacterial cleanser frequently;</li> <li>◆ Maintain separate pens for the public.</li> </ul>

<b>Miscellaneous</b>																			
<b>10. Q</b>	<b>What if the Governor closes state offices due to an H1N1/Seasonal Flu outbreak?</b>																		
A	Under existing practice, if the Governor closes state offices agencies should apply the rules under Executive Order #77 Severe Weather Conditions and Emergencies.																		
<b>11. Q</b>	<b>If the Governor decides to close any state offices or buildings or issue any type of declaration where will notifications be posted?</b>																		
A	<p>Employees should first check the OMB/HRM website at <a href="http://www.delawarepersonnel.com">http://www.delawarepersonnel.com</a>.</p> <p>Additionally radio and television stations will be notified. While every effort is made to provide this information to the media as quickly as possible and in an accurate format, we cannot guarantee the timeliness or method of posting that the various local media uses.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="2"><b>Note:</b> Some Stations listed below have links to the station's official website.</td> </tr> <tr> <td style="text-align: center;"><b>Radio Stations</b></td> <td style="text-align: center;"><b>Television Stations</b></td> </tr> <tr> <td style="text-align: center;"><a href="#">WJBR - 99.5 (FM)</a></td> <td style="text-align: center;"><a href="#">WMDT - TV 47</a></td> </tr> <tr> <td style="text-align: center;"><a href="#">EAGLE - 97.7 (FM)</a></td> <td style="text-align: center;"><a href="#">WBOC - TV 16</a></td> </tr> <tr> <td style="text-align: center;">WRDX - 94.7 (FM)</td> <td></td> </tr> <tr> <td style="text-align: center;"><a href="#">WSTW - 93.7 (FM)</a></td> <td></td> </tr> <tr> <td style="text-align: center;"><a href="#">WGMD - 92.7 (FM)</a></td> <td></td> </tr> <tr> <td style="text-align: center;"><a href="#">WILM - 1450 (AM)</a></td> <td></td> </tr> <tr> <td style="text-align: center;">WDOV - 1410 (AM)</td> <td></td> </tr> </table>	<b>Note:</b> Some Stations listed below have links to the station's official website.		<b>Radio Stations</b>	<b>Television Stations</b>	<a href="#">WJBR - 99.5 (FM)</a>	<a href="#">WMDT - TV 47</a>	<a href="#">EAGLE - 97.7 (FM)</a>	<a href="#">WBOC - TV 16</a>	WRDX - 94.7 (FM)		<a href="#">WSTW - 93.7 (FM)</a>		<a href="#">WGMD - 92.7 (FM)</a>		<a href="#">WILM - 1450 (AM)</a>		WDOV - 1410 (AM)	
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