



INFORMATION FOR UNIVERSITY AT BUFFALO EMPLOYEES REGARDING ABSENCES DUE TO THE H1N1 VIRUS

Absences due to illness from the H1N1 virus should be handled in the same way as other absences due to short-term illness. Based on current Centers for Disease Control and Prevention (CDC) guidelines, if an employee is out with the flu the employee should stay home, usually seven to 10 days, until they have had no fever for at least 24 hours.

ACCRUALS: Employees should charge sick leave accruals as they would for any other absence due to personal or family illness.

STATE EMPLOYEES: If you do not have enough sick leave accruals, you can use vacation leave, personal leave, holiday leave or overtime compensatory time. If you do not have sufficient accruals, you may request an advance of up to five days of sick leave. This is at the discretion of your department and the accruals must be “paid back” from future accruals.

For employees placed on sick leave without pay, a lost time letter should be submitted to the appropriate payroll office. This letter should state the employee’s name, person number and amount of days or hours that should be deducted from future pay checks.

RESEARCH FOUNDATION AND UBF EMPLOYEES: If employees do not have enough sick leave accruals, please call the HR representative listed below for more information.

MEDICAL DOCUMENTATION: UB follows the CDC guidelines, which recommend that medical documentation should not be routinely required from employees to validate their absences or return to work when they are absent due to flu-like symptoms. **Doctor’s offices may be very busy and may not be able to provide such documentation in a timely way.**

FAMILY MEDICAL LEAVE (FMLA): Employees are not ordinarily placed on FMLA for short-term illnesses, such as the flu.

QUESTIONS: Please contact Claudia Samulski, State Benefits Administration, 645-4487 or samulski@buffalo.edu; Ann Marie Davis, Research Foundation Benefits at 645-4483 or aa32@buffalo.edu ; or Josephine Zenosky, UBF, 645-3013 or zenosky@buffalo.edu.

MORE INFORMATON: Go to www.emergency.buffalo.edu or www.CDC.gov