Q&As - H1N1 FLU

1. **Can a manager send an employee home who is obviously ill?**
   Yes. Managers have the discretion to require an employee who is ill with observable flu-like symptoms to exit the workplace in order to limit exposure to coworkers, students, patients, customers, etc.

2. **Can an employee work from home if he/she is unable to come to work due to the flu?**
   The decision to allow an employee to work from home needs to be made on a case-by-case basis since some jobs can be done remotely, while some jobs require an employee to report to work. We encourage managers to be as flexible as possible while still meeting the business needs of their department.

3. **What should an employee do if a family member is sick with the flu but the employee has used all of his/her family sick leave for the calendar year?**
   The University has temporarily lifted the 12-day (96 hours) limit on the use of family sick leave to allow for absences to care for ill family members. *(The twelve day limit still applies to situations where the family sick leave is used for the purpose of placement of an adoptive child in the employee’s home or the care of that child immediately after placement.)*

4. **Can a department require its employees to get the flu vaccination?**
   A department may not require an employee to get vaccinated against H1N1 or any other flu strain, as it is a personal health decision. However, the department may encourage employees to take everyday precautions to stay healthy, such as washing their hands often with soap and water; avoid touching their eyes, nose or mouth as germs are easily spread this way; cover their noses and mouth with a tissue when coughing or sneezing; and to stay at home and isolate themselves when sick.

5. **Can a department require a doctor’s note in order to determine whether an employee has H1N1 flu?**
   Generally, no. It is suggested that employees who have flu symptoms, call their health care provider to be sure proper care is being followed; however, we don’t want to overburden the healthcare system by unnecessarily requesting a doctor’s note.

6. **Can a department require an employee to be tested for the H1N1 virus?**
   No. The State of Missouri is no longer accepting samples from campus to confirm the specific strain.