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 (i.e. 96 hours per calendar year)?**
If family sick leave is exhausted staff may use available vacation or personal days as available for time absent from work. Employees without accruals can use leave without pay.

4. **Can a department require its employees to get the flu vaccination?**
A department may not require an employee to get vaccinated against any 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 the 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.