



STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Donald E. Williamson, MD
State Health Officer

September 14, 2009

MEMORANDUM

TO: All State Employees

FROM: Donald E. Williamson, M.D.
State Health Officer

RE: Department's Plans for H1N1

A handwritten signature in black ink, appearing to read 'DEW', positioned to the right of the 'FROM' field.

Part of the Department's preparations for the H1N1 pandemic includes plans for the possibility of a significant number of employee absences, due to the employee's contracting the illness or to care for a family member with the illness. While the H1N1 pandemic is in effect and until further notice, the following provisions apply:

1. Employees with influenza-like symptoms should remain at home until at least 24 hours after they are free of fever without fever reducing medications.
2. Expect employees to be out for three to five days in most cases.
3. Doctor's notes will not be required to validate illness or return to work since doctors may be too busy to supply such verification in a timely way. However, if the employee is absent for ten (10) or more consecutive work days, a doctor's note or return to work slip will be required.
4. Sick employees at work should be asked to go home. Until the employee is able to leave the office environment, the employee should be isolated to prevent spreading the illness to others.
5. Employees will not be disciplined for absences related to the influenza-like illness (specifically, an absence because the employee has contracted the illness or to care for a family member who has contracted the illness).
6. Employees are expected to follow their office call-in procedures for and during their absence.

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7. Each work unit should refer to their COOP Plan in the event of significant absences.
8. Employees who do not have leave to cover their absence will continue to have their health insurance paid for by the Department unless their absence exceeds 19 work days.

Absences beyond 19 work days would need to be covered (if applicable) by the Family and Medical Leave Act (FMLA) in order for health insurance to remain in effect.

If you have questions, please contact your immediate supervisor or office manager. Questions may also be referred to the Office of Human Resources.

Supervisors must provide a copy of this memo to employees who do not have e-mail access.

Thank you for your cooperation.

DEW:saw