

State Agency Guidelines for Pandemic Influenza
State Personnel Department
Draft as of August 25, 2009

**Disclaimer: The following guidelines apply to State Declared Pandemic Influenza Emergency only.

(A1.2.3) All personnel transactions should be handled, if possible, following normal procedures as described in the Personnel Procedures Manual. This comprehensive document is available on the Personnel Department web site. Agency personnel offices should make the information for signing into the restricted area of the site available to their agency staff needed to ensure functioning of their department.

The Personnel Department will also post in this section of the web site specialized procedures, as they are developed, to implement unanticipated personnel issues that arise during this emergency.

I. (A1.1.7; A1.1.8; A1.1.13; A1.1.14; A1.1.16; A1.2.5) For the duration of this emergency, the normal rules of allowing emergency appointments stipulated in Section 36-26-18(c) Code of Alabama will be in effect unless superseded by Gubernatorial proclamation. Should the Governor issue a proclamation modifying the normal limits of 10 days, these appointments shall expire either after the current 10 day limit or the modified limit specified in the proclamation.

The Personnel Department will make available contact names and information from the various employment registers upon request as a means of assisting agencies in hiring qualified candidates for emergency appointments.

II. (A1.1.11; A1.1.12; A1.1.13; A1.1.15; A1.1.16) In the event that employees are sent home from their place of work due to closings or otherwise being deemed as non-essential, employees will be paid for this time provided they remain available for other duty assignments. All efforts will be made to reassign such employees to other work in another agency.

It is the responsibility of each agency to keep an updated list with the name, job classification, location, and contact information for each such person, removing names of those who have been recalled or who now have the flu themselves. Agencies should compile this information and make it available to other agencies needing employees to perform necessary functions.

Agencies have blanket permission to implement telework, flexible work schedules, and other techniques for accomplishing necessary functions while minimizing employee exposure to the flu virus.

III. (A1.1.13; A1.2.2; A1.2.6; A1.6.1; A1.6.2; A1.6.6) During a State Declared Pandemic Influenza Emergency, employees with the pandemic flu virus, or functioning as the caregiver for a family member with the flu, should be allowed to take their accumulated leave. Should an employee's leave be exhausted, they may be eligible for donated leave. Donated leave forms should be submitted through normal channels. Rules requiring a doctor's statement may be waived by your agency provided you note such on the appropriate form. Donated Leave Recertification requirements will be waived for the pandemic flu virus. It will be each agency's responsibility to assure that donated leave usage is appropriate.