
Heritage College Procedures #29
relating to all College Personnel Absences in light of Influenza A (H1N1)

Subject: Procedures relating to the management of absences due to reported flu-like symptoms in light of the Influenza A (H1N1).

Administrator: Director of Human Resources

Issuing Service: Human Services

Coming into Force: October 29, 2009

Revised:

Purpose

The purpose of this document is to clarify the obligations of all College personnel regarding absences due to a suspicion of Influenza A (H1N1).

Application

These procedures are for all employees of Heritage College.

Procedures

1) Employee Illness

- a) Employees who have “flu-like” symptoms, including fever over 38⁰C (100.4⁰F), cough, sore throat, headache, significant fatigue, and muscle aches are advised to stay home for a period of at least seven (7) calendar days. Unless they are at risk for complications or have symptoms of complications, they need not see their doctor or go to their clinic to obtain a medical note. A medical note indicating the nature and duration of the illness will not be required during the first six (6) working days of the illness.
- a. Employees who come to the College with “flu-like” symptoms will be asked to go home.
- b. All personnel who are ill with suspected influenza, must report their absence
 - 1) by calling the absence hot line (option 9 when calling the College) and by leaving a detailed message as to the reason for their absence.

AND

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- 2) by informing their immediate supervisor of their absence. (Faculty will inform their immediate supervisor by using the *OMNIVOX* system. This is the same process as in the past.)
- c. As per Ministry's recommendations, once having reported their illness, personnel must not come back to work for a period of seven (7) calendar days.
- d. If symptoms and absences extend beyond the seven (7) calendar day period, personnel will need to provide Human Resources with a medical certificate from their doctors (or clinics) indicating the nature and duration of the illness.

Roles and Responsibilities

1) Director General

The Director General is responsible for the implementation of the College pandemic plan concerning the management of absences during a pandemic crisis.

2) Director of Human Resources

The Director of Human Resources is responsible to interpret Ministerial directives as they pertain to personnel and, in conjunction with all Senior Management Staff, to revise the present Procedures as necessary.

The Director of Human Resources is also responsible to oversee the process of reporting and recording absences. When called upon to do so, Human Resources will report the name of the person absent due to suspected Influenza A (H1N1) to the Director of Building Services for maintenance purposes of the sector concerned.

3) Director of Building Services

The Director of Building Services is responsible to ensure that all the necessary measures have been taken to keep the College a safe and clean work environment.

4) All Service Directors

All Service Directors are responsible in conjunction with the Director of Human Resources for the hiring, in their respective sectors, of replacements for College personnel who are absent due to the Influenza A (H1N1).

All Service Directors are also responsible for the management of their own sectors by ensuring that any employees who exhibit flu-like symptoms listed under article 1 a) of the present procedure be asked to return home.

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5) All personnel

All College personnel are responsible to report their absence due to suspected Influenza A (H1N1) to the appropriate channel listed under article 1 c).

All personnel will submit a medical note to Human Resources starting on the 8th calendar day of absence concerning their absence due to suspected Influenza A (H1N1) stating:

- a clear diagnosis
- start and end date of disability
- doctor's name and signature
- other pertinent information if required by the College.

All College personnel are responsible for complying with the present procedure and for keeping our College a safe place to work.

All cases of absences due to suspected Influenza A (H1N1) will be treated as per the current collective agreement as it relates to the management of absences due to illness. Only the first five days of the employee's absence will be deducted from the employee's sick-leave bank. Furthermore, the employee will be covered by salary insurance starting the 6th working day of absence.

In cases where employees do not have enough sick-leave days left in their bank to cover their absences or in other special cases agreed upon with the immediate supervisor, other arrangements might be considered.

Revision

These procedures will be revised as Ministerial directives or internal reporting mechanisms change.

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Glossary

Term: Definition.

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Related Documents

This document is to be used in conjunction with:

- *Heritage College.*¹

¹Copies of this document are available from (issuing service).