Inter-Office Memo

Reno-Tahoe Airport Authority

Date: October 7, 2009
To: RTAA Management Roundtable
From: Cindy Chase, Director of Human Resources
Subject: **Leave Use During Flu and Cold Season**

We have been made aware over the last few days of increasing cases of the H1N1 flu in Washoe County and at the RTAA. In addition, we are also hearing of cases of serious colds and strep throat that are affecting RTAA employees and the public. As these health issues continue, you may have questions from your employees regarding the impact on the RTAA workplace. Listed below are some basic questions and responses that will help you in answering questions. Please keep in mind that these are general responses. Some situations may require specific responses not included here. Please do not hesitate to contact the Human Resources department if you have a unique situation.

1. Will an employee be required to use accrued sick leave if the employee is absent from work because of his/her own illness or a family member's illness?
   Yes, employees must use their accrued sick leave if they are unable to report to work because of their own illness or that of a family member. Generally, family members are defined as spouse, significant other, natural, step or foster children, parents or parents-in-law or any other equivalent person or legal dependent. The individual labor contracts, Civil Service Plan or management guidelines should be consulted if there is a question of coverage.

2. What happens if an employee doesn't have a sick leave balance?
   Employees who are unable to report to work because of an illness will first be required to use any accrued sick leave. If the employee does not have any sick leave accrued or runs out of sick leave before returning to work, the employee's vacation balance will be charged next for the time away from work. If the vacation balance is not enough to cover the period of sick leave, and there is no other available leave such as a floating holiday or comp time, the employee will be placed in leave without pay (lwop).

3. Will an employee be placed on family medical leave if the employee is off work due to their own illness or a family member's illness?
   An employee will be placed on family medical leave (FMLA) if the employee's condition meets the definition of a serious medical condition as defined under the Family Medical Leave Act. A serious health condition is one that requires the employee to be out of work for at least three days and/or under a doctor's care. Once a supervisor reports to the Human Resources Department that an employee is out sick for the H1N1 flu or other serious medical condition, the Human

Resources Department will appoint that employee to family medical leave which is job protected leave. The employee will be notified in writing of his/her appointment to family medical leave.

4. If an employee's family member has been diagnosed with the H1N1 flu, must the employee remain at home?
   The employee should remain at home only if the employee is experiencing flu like symptoms and is unable to work. There is no specific requirement that an employee stay home simply because a family member has been diagnosed with the flu.

5. Can a supervisor send an employee home who is displaying symptoms of the flu such as coughing, vomiting, or fever?
   Yes, if a supervisor believes an employee is sick, the supervisor may send the employee home on sick leave. A supervisor should not hesitate to exercise this authority if an employee is exhibiting flu like symptoms. This action will be taken for the protection of the employee, coworkers and the public.

6. Will medical certification be required before an employee returns to work?
   A medical certification will be required for all employees who are out sick for more than five days. The medical certification must indicate that the employee is able to return to work and does not have continuing flu symptoms. The medical certification will be required to ensure that an employee is not returning before he/she should and for the protection of other employees and the public.

6. Will an employee be able to leave work if the employee is feeling ill?
   Absolutely. Any time an employee feels that he/she can not work due to illness, the employee may leave work after checking in with the employee's supervisor.

Do not hesitate to contact the Human Resources Department at extension 6450 if you have any questions.