



**MEMORANDUM**

**Date:** September 15, 2009  
**To:** University Community  
**From:** Jaffus Hardrick, Ed.D.  
Vice President for Human Resources  
**Subject:** H1N1 Influenza

As the H1N1 influenza continues circulating worldwide, health officials anticipate cases will keep increasing in the United States during the upcoming flu season. Florida International University is committed to minimizing the risk to the university and to preventing the spread of H1N1 influenza. As such, the university will be monitoring emerging trends and will keep you informed of the latest developments.

As an FIU employee, we realize that you are concerned about your health and the health of your family and colleagues. Faculty and staff are asked to assist us in minimizing the spread of H1N1 by following the preventive measures outlined on the websites of University Health Services and the Centers for Disease Control and Prevention. These websites are provided below for your convenience.

The following relevant information should address some of your immediate concerns:

***I am a faculty or staff member with H1N1 or flu-like illness. What should I do?***

Faculty and staff with H1N1 or flu-like illness (distinguished by a temperature of 100.4°F or higher, and may also include cough, sore throat, runny or stuffy nose, body ache, headache, chills, unusual fatigue, diarrhea or vomiting) should stay home until they have gone for 24 hours with a temperature below 100.4°F without the use of a fever-reducing medicine.

Absences due to H1N1 or flu-like illness will be covered under existing applicable university leave policies. If faculty or staff do not have sufficient accrued sick and/or vacation leave, eligible sick leave pool members may request leave time from the sick leave pool to cover time away from the office. Time for faculty or staff who are not participants of the sick leave pool will be evaluated on a case-by-case basis by the Division of Human Resources.

***I am a faculty or staff member with an immediate sick family member. What should I do?***

Faculty and staff who are well but have an immediate family member at home with H1N1 or flu-like illness may report to work as usual; however, due consideration will be given if

faculty and staff are required to serve as caregivers. These absences will also be covered under existing applicable university leave policies. If faculty or staff do not have sufficient accrued sick and/or vacation leave, hours may be donated under the catastrophic pool program. The Division of Human Resources will evaluate each situation on a case-by-case basis for those faculty or staff who are unable to obtain donated hours.

***I am a faculty or staff member who has been absent due to H1N1 or flu-like illness. When may I return to work?***

Faculty and staff must be with a temperature below 100.4°F without the use of a fever-reducing medicine, for at least 24 hours before returning to work.

University leave policies can be found at University Policies and Procedures website, <http://policies.fiu.edu/>. For questions regarding these guidelines, please contact the Division of Human Resources at 305-348-2181.

We request that you follow the guidelines and recommendations regarding preventive actions you can take to minimize the spread of H1N1 found on the University Health Services website: [http://www.fiu.edu/~health/flu\\_update/index.html](http://www.fiu.edu/~health/flu_update/index.html).

Additional information including statistics and new developments can be obtained from the Centers for Disease Control and Prevention website: <http://www.cdc.gov/h1n1flu/>.

We thank you for helping us to monitor and control this virulent illness by being cautious and taking preventive measures as outlined on these helpful websites.