

**POLICY AND PROCEDURE MANUAL**

**POLICY: PANDEMIC POLICY**

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An influenza pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The World Health Organization has said we are overdue for another pandemic. During a pandemic, organizations can expect a 50% absenteeism from employees during peak times. Pandemic Policies supercede all other policies.

**Extended Sick Leave During a Pandemic:**

Assistants and staff requesting paid sick leave, which exceeds their entitled sick leave credits of 12 days per year, will have their request dealt with on an individual basis by the Board of Directors at the time it is submitted.

**Extended Family Leave During a Pandemic:**

Assistants and staff requesting paid family leave, which exceeds their entitled family leave credits of five days per year, will have their request dealt with on an individual basis by the Board of Directors at the time it is submitted.

**Work Refusal During a Pandemic:**

During a Pandemic, regular attendance by all staff is expected. Persons who refuse to work will be placed on unpaid leave until the time they return.

During a Pandemic, staff will be expected to accept reassignment to areas that are experiencing staff shortages.