



City of Philadelphia
Managing Director's Office
Managing Director's Directive (01-09) on
ATTENDANCE POLICIES IN THE EVENT OF WIDESPREAD INFLUENZA
ISSUED: October 26, 2009

Purpose of Policy:

This policy protects the health of City of Philadelphia workers and preserves their employment status in the event of widespread influenza. It will be in effect only in the event that the Health Commissioner recommends its institution to the Managing Director.

Background:

Absenteeism in the event of widespread influenza is distinct from normal occasions of illness among the workforce because of the greater number of employees impacted and because of the likelihood of widespread illness among an employee's family members. It is in the best interests of the public that sick employees remain at home, and that sick children remain at home as well, in order to limit the spread of illness in schools and among the public. The following policies are designed to support employee needs and enable the City to provide essential services in the event of widespread influenza.

Policies:

Employees showing signs of influenza should be excluded from work.

Employees who call in sick with influenza are **not** required to submit a physician's certification unless they are absent six (6) or more consecutive work days.

Employees returning from sick leave due to influenza do NOT have to be cleared by the Medical Evaluation Unit.

Employees may use accumulated paid sick leave for the care of dependent relatives who live in the employee's home and who are sick with influenza. An employee must provide the name of the family member and the date of onset of illness and may use up to five (5) work days of the employee's accumulated sick leave to provide care for that family member. Employees without accrued sick leave may use any other accrued paid time, and lacking that, may use unpaid leave.

Employees may be reassigned from their normal assignments to perform duties normally assigned to an absent coworker. Employees working "out of class" will be compensated accordingly.

This order shall take effect immediately.

10.26.09

Date

A handwritten signature in black ink, appearing to read "Camille Cates Barnett".

Dr. Camille Cates Barnett, Managing Director