

## Flu Leave Policy

Lincoln Memorial University recognizes that an employee's inability to work because of the flu may cause economic hardship.

- A. An eligible Lincoln Memorial University employee may be granted up to seven (7) consecutive working days of paid flu leave. This does not extend the number of days allowed by FMLA and the absence will run concurrent with FMLA rules and guidelines.
- B. An eligible employee is any employee eligible for all University benefits (full time faculty and regular full time employees).
- C. An employee must provide, or make a diligent and reasonable effort to provide notice of absence within the first hour of the initial workday that the flu leave is being requested to the Office of Human Resources.
- D. An Absence Report must be completed and approved as soon as possible.
- E. Flu leave may be used for personal illness or incapacity, or for occasions which require the employee to be the primary caregiver for a member of their immediate family who is ill or incapacitated. The immediate family is defined as parent, sibling, spouse, child, grandparent, grandchild or corresponding in-law relationships.
- F. Satisfactory documentation for approval of paid flu leave is required.
- G. Satisfactory documentation shall be made by submitting:
  - a. Medical certification from the attending licensed health care provider, or
  - b. Appropriately dated health care provider bill, or
  - c. Written statement from the attending licensed health care provider.
- H. The employee will be required to furnish medical certification that he or she is fit to return to work if the flu leave is used due to own illness or incapacity.
- I. If satisfactory documentation is not received in a timely manner; the absence will be charged to whatever paid leave balance the employee may have. If there is no such balance/leave available, then the time off is recorded as leave of absence without pay.
- J. Misuse of the flu leave may be cause for disciplinary action, including termination.

The Flu Leave Policy is a **temporary** policy as a protective measure for the benefit of employees and to ensure business continuity. The continuance of this policy will be dependent upon the duration and severity of the flu outbreaks.

Each request related to the Flu Leave Policy will be evaluated on a case-by-case basis. All questions should be addressed to the Director of Human Resources at (423) 869-6358.