

September 2009

H1N1 PREPAREDNESS FOR STUDENT EMPLOYEES AND SUPERVISORS

In recent days, we have received a great deal of information regarding the H1N1 virus. Based on current information, the Student Employment Office would like to encourage you to read all of the important information that has been distributed. Additionally, we would like to reiterate the messages shared by the Provost and Vice President for Human Resources. It is recommended that students who are ill with flu-like symptoms should self-isolate. **Students should not attend class or work while they are ill.** Health officials advise that individuals with influenza-like illness should stay home until they have been fever-free for 24 hours without the use of fever reducing medication, in accordance with current CDC recommendations.

For those who may have questions about leave time for students, we would like to remind you of the following information: **Students do not accrue sick or vacation leave.** Therefore, students cannot be paid if they miss work due to illness. Supervisors should not submit hours for payment, if a student does not work -- for any reason, including H1N1-related illness. Supervisors may not report hours not worked and then agree that the hours will be "made up" later. It is anticipated that students who contract H1N1 will be ill for a period of 4-5 days. Students should email/call their supervisors and inform them about their illness. Students are not obligated nor should they attempt to work, if they are ill. To protect the health of all employees, supervisors are obligated to send student employees home, if they are showing signs of flu-like illness (i.e. cough, fever). Students who are unable to work for an extended period of time due to illness who experience financial difficulties because they are not receiving their usual paychecks, may contact the Student Employment Office for advice.

For more information about the H1N1 virus and updates as they become available, including links to the [CDC](#) and relevant University policies related to a health alert on campus, visit Georgetown's [H1N1 preparedness website](#) by clicking on the link found here or at the bottom of the GU Homepage. Additionally, please do not hesitate to contact our office with questions.

Thank you,
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