



## DEPARTMENTS OF THE ARMY AND THE AIR FORCE

### ARIZONA NATIONAL GUARD HUMAN RESOURCES OFFICE

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15 October 2009

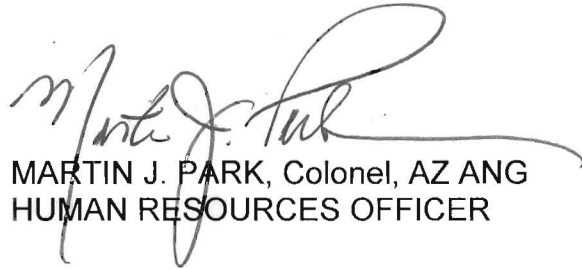
#### MEMORANDUM FOR Full Time Technician and AGR Workforce

FROM: AZAA-HR

SUBJECT: HRO Flu Season/H1n1 Influenza Policy

1. HRO is the approving authority for the implementation of the management flexibilities laid out in HR Pandemic Guidance for Federal Technicians (ATCH 1) and for AGRs (ATCH 2).
2. Employees affected by a pandemic influenza/H1N1 have leave options under current law and regulations (i.e, employees may use sick, annual, advanced annual or sick leave, leave without pay, family and medical leave, donated leave and other paid time of such as compensatory time). However excused leave (or administrative leave) is not appropriate and will not be approved for these situations. However, the following provides management flexibilities for various stages of the flu if a telework agreement exist between supervisor and employee:
  - a. Early stages of flu symptoms (1st day): Management determine flexibility of allowing telework absence for not more than one (1) day with a work plan or agreement of deliverables to be done the following day. This will allow employee from spreading the virus to co-workers.
  - b. Employee contact supervisor or management on status (2<sup>nd</sup> day): If flu like symptoms continues, employee will stay home and utilize available leave options; otherwise employee will return to duty.
  - c. After the 2<sup>nd</sup> day, sick employees that require work tasks completed by management and no more than three (3) days of telework assignment will be approved on a case by case basis by HRO.
3. In addition, each organization must develop, update, exercise, and be able to implement comprehensive plans to protect its workforce. The health threat to personnel is the primary threat to Continuity of Operations (COOP) during a pandemic. As an example, see checklist of continuity considerations. (ATCH 3)

4. It is essential that we be proactive in our response and exercise due diligence in the formulation of responses. Each situation will be considered on a case by case basis as flexibility of the organization and initiative of our members is essential as we move into the oncoming flu season. POCs: Employee Relations Specialist, Sue Wilson at 602-629-4834 or Labor Relations Specialist, Lt Col Shirley Raguindin at 602-629-4806.



MARTIN J. PARK, Colonel, AZ ANG  
HUMAN RESOURCES OFFICER

- 3 ATCHs
- 1 – HR Pandemic Guidance for Technicians
- 2 – HR Pandemic Guidance for AGRs
- 3 - Continuity Considerations Checklist 28 July 2009