

# ITEM - 19

Sponsored by: Finance Committee

BILL NO.

ORDINANCE NO. 2009-

## **AN ORDINANCE ESTABLISHING A PANDEMIC FLU LEAVE POLICY**

**WHEREAS**, the U.S. Center for Disease Control has alerted the country of the potential threat of a widespread outbreak of Swine Flu; and

**WHEREAS**, such an outbreak would affect a significant number of city employees and their families; and

**WHEREAS**, the City Council wishes to establish a Pandemic Flu Leave program allowing eligible full-time employees up to ten (10) Pandemic Sick Leave days to be used for pandemic flu related absences in the event that all other forms of paid leave are exhausted.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARYLAND HEIGHTS AS FOLLOWS:**

**Section 1.** Section 13 of the Personnel Manual is hereby amended by the enactment of a new section as follows:

### **PANDEMIC FLU LEAVE**

During a declared influenza pandemic, the following sick leave policy will be used for all pandemic related absences.

1. All regular, full-time employees will be provided up to ten (10) Pandemic Sick Leave (PSL) days, in addition to any days already earned as regular sick time.
2. To be eligible for Pandemic Sick Leave (PSL), an employee must have completed at least three (3) months of continuous employment prior to the request for the PSL leave and must have exhausted all other eligible leave prior to the receipt of PSL.
3. An employee becomes eligible for PSL when one of the following occurs:
  - a. the employee is medically diagnosed as having pandemic influenza,
  - b. the employee's spouse, child(ren) or other member of the employee's household is diagnosed as having pandemic influenza,
  - c. the city receives notification that the employee's community of residence is under quarantine as a result of a pandemic influenza epidemic; and as a result, the employee is unable to come to work,

**ITEM - 19**

- d. the city receives notification that the employee's spouse's workplace or child(ren)'s school is subject to an order of quarantine or is otherwise closed as a result of a pandemic flu epidemic, and as a result, the employee is unable to come to work.
- 4. Pandemic sick leave days will be treated the same as a non-PSL sick day for purposes of pay and leave accrual.
- 5. **Return to work after illness** Before returning to work, an employee must provide a release from the treating physician stating that the employee is not contagious and is otherwise medically able to safely return to work. If the employee fails to provide such a statement upon return, the employee's immediate supervisor must (1) notify the employee that he/she will not be allowed to work without the return-to-work authorization and (2) inform the employee that he/she must leave the worksite immediately.

**Section 3.** This Ordinance shall be in full force and effect from and after its passage and approval.

**PASSED BY THE CITY COUNCIL THIS 7<sup>TH</sup> DAY OF MAY 2009.**

\_\_\_\_\_  
Mayor/Presiding Officer

**APPROVED BY THE MAYOR THIS \_\_\_\_\_ DAY OF MAY 2009.**

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk