

### Pandemic Flu Leave Policy

In the event of a pandemic flu outbreak, as declared by [C\_Officialname] management, in conjunction with the U.S. Centers for Disease Control and Prevention (CDC), the following Pandemic Flu Leave policy applies to all employees, including temporary and non-benefit eligible.

This leave policy is above and beyond what is provided under the company's Paid Time Off (PTO) and sick leave policies. Employees who qualify for Pandemic Flu Leave will not be required to use PTO or sick leave.

#### **Confirmed Infection**

Employees who are absent due to a confirmed pandemic flu infection will receive full pay for their normally scheduled work hours until a medical care provider has authorized their return to work. Each employee using Pandemic Flu Leave will be required to provide written documentation from a medical care provider. If the illness extends beyond 90 days, employees eligible for the Company's Long-Term Disability (LTD) plan may qualify for LTD benefits. All plan provisions for LTD will apply.

#### **Suspected Infection**

If you suspect that you have the flu, or you are asked to leave work due to symptoms and you are subsequently found to be free of the virus, you will be paid in full for your normally scheduled work hours to cover the time it took for the medical evaluation. You will be required to provide a written medical care provider's notification to return to work.

#### **Immediate Family Member Infection**

This leave policy applies to the employee's own illness or for the employee to care for an immediate family member with an infection. The employee will receive full pay for normally scheduled work hours. A written medical care provider's notification will be requested confirming that the pandemic flu is the reason for the absence.

Abuse of this policy will result in disciplinary action. The company reserves the right to revise this policy without notice due to changing pandemic conditions.

[C\_Officialname]

Printed [Current\_Date]