

Sample Pandemic Illness Leave Policy

In the event of a pandemic illness outbreak, as declared by management, in conjunction with the U.S. Centers for Disease Control and Prevention (CDC), the following Pandemic Illness 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 Illness Leave will not be required to use PTO or sick leave.

Confirmed Infection

Employees who are absent due to a confirmed pandemic illness will receive full pay for their normally scheduled work hours until they are able to return to work. If the employee is covered by disability insurance, coverage for pandemic illness may apply depending on plan provisions.

Suspected Infection

If you suspect that you have the virus, 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.

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.

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.