



**USAID**  
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**Functional Series 400  
Personnel**

**INTERIM UPDATE 09-14**

**SUBJECT:** Leave Flexibilities for Employees Affected by H1N1 Influenza (The format of the attachment to this notice was modified and the date removed on 10/20/2009. No substantive changes were made.)

**NEW MATERIAL:** This Interim Update announces USAID's guidance to supervisors and employees to address workplace concerns about the use of leave should an employee or a family member become ill with H1N1 influenza. (Material in this IU is substantively unchanged from IU 09-12.)

**EFFECTIVE DATE:** 10/20/2009

**ATTACHMENT: 1. [FAQs: Leave Flexibilities for Employees Affected by H1N1 Influenza](#)**

POLICY

USAID/General Notice  
OHR/PPIM  
10/20/2009

Subject: Leave Flexibilities for Employees Affected by H1N1 Influenza (The format of the attachment to this notice was modified and the date removed on 10/20/2009. No substantive changes were made.)

With the arrival of the fall influenza season, H1N1 and new strains of seasonal flu, USAID is providing the following guidance to supervisors and employees to address workplace concerns about the use of leave should an employee or a family member become ill.

This guidance was developed by the U.S. Office of Personnel Management (OPM) and is detailed in its publication, Planning for Pandemic Influenza. This OPM publication reviews various leave options available to employees, including leave flexibilities and mandated leave, and also describes circumstances during a pandemic when employees are required to work. Supervisors are also encouraged to refer to OPM's guidance, What a Supervisor Should do

if an Employee Appears Ill during a Declared Pandemic Influenza or has been Exposed to Pandemic Influenza. This guidance is posted on OPM's Web page at: <http://www.opm.gov/pandemic/>.

Questions regarding this notice may be addressed to Jennifer McKelvey, OHR/PPIM, at (202) 712-5233.

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Editorial Revision Date	N/A
Remarks	This IU will remain active until it is incorporated into an ADS chapter.

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