



# Leave Flexibilities for Employees Affected by H1N1 Influenza

A Mandatory Reference for ADS Chapter 480

Reference Issuance Date: 10/05/2011  
Policy Issuance Date: 10/20/2009  
Responsible Office: OHR/PPIM  
File Name: 480mad\_100511

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/>.

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

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