

Subject: **Reassignment/Absence to Prevent Contagion**

Applies to: All Faculty and Staff with Patient Contact

- I. Policy: A faculty or staff member who has a temporary, non-disabling infection (employee is not sick), or who has been exposed to one, may be required by his or her department head, on the recommendation of University Health Service (UHS), to stay away from patient contact, to be reassigned to different patient care areas, or to be reassigned to non-patient contact duties for a specified period of time to avoid the risk of spreading an infection to patients.
- II. Guidelines for Payment:
 - A. Payment for "Absence to Prevent Contagion" may only be initiated on the recommendation of UHS. "Absence to Prevent Contagion" may be invoked only after a responsible administrator determines that a temporary, alternative assignment, without serious risk of contagion to patients, cannot be arranged.
 - B. The individual shall receive base wages or salary (including shift differential where applicable) for regularly scheduled hours excused on the advice of University Health Service. Base wages or salary shall continue until the University Health Service advises the department that the individual may return to work. However, under this policy, an individual's base wage or salary shall not continue beyond 30 days without review by UHS.
 - C. The individual's Paid Time Off (PTO) bank will not be used to cover such an absence.
 - D. Employees who are symptomatically ill with an infectious disease are not to be paid under this policy. The appropriate pay designation for such situations is Paid Time Off (PTO).
- III. Procedures:
 - A. Supervisors or department heads must refer to UHS any employee who may need to be reassigned or absented to prevent contagion, even if the employee's personal physician has requested that the employee not work. Supervisors must complete a Request for Occupational Health visit (Form SMH-724-Revised 11/83) and call 275-2662 and speak with the UHS clinical coordinator.

- B. UHS will notify the department of the decision in writing.
- C. Such absences must be recorded by noting the number of excused hours or days using the time reporting code of "CNH". A copy of the written documentation from UHS must be sent to Payroll.
- D. After normal business hours (Monday through Friday, 8:00 a.m. -5:00 p.m.) or on weekends - the employee may be reassigned according to recommendation of the on-call Infection Control Staff (see Infection Control Manual for guidance); or may be excused until UHS reopens Monday morning and evaluates the employee.

See also Policy: #339 Sick Leave Plan for Short-Term Disability