Subject: Absence Due to Smallpox Immunization Plan (SIP)

Applies to: Faculty and Staff Who Are Part of the Smallpox Immunization Plan (SIP)

I. Policy: A faculty or staff member in the SIP with an adverse reaction to the smallpox immunization may need to be absent from work for a specific period of time based on the recommendation from University Health Services (UHS) and/or Occupational and Environmental Medicine (OEM).

II. Guidelines:

A. Faculty and staff members in the SIP who need to be absent from work due to an adverse reaction shall receive base wages or salary (including shift differential where applicable) for regularly scheduled hours based on the written recommendation of UHS and/or OEM. The return to work date will be communicated to the department by UHS and/or OEM.

B. Payment for this type of absence may only be initiated with the recommendation of UHS and/or OEM.

C. The individual’s accumulated sick pay and/or Paid Time Off (PTO) bank will not be used to cover such an absence.

D. If the excused absence exceeds seven calendar days individuals who lose time from work are eligible to receive base wages or salary as stated in Policy # 271, Workers’ Compensation Insurance. If the Workers’ Compensation Insurance provides less liberal salary continuation than would be payable under the University of Rochester Sick Leave Plan, the University will make up the difference so that the individual will receive the greater amount, but without charge to sick leave entitlement. Note: In no instance will an individual receive less than full base wages or salary (including shift differential where applicable) for the first thirty days of excused absence.

III. Procedures:

A. Supervisors or department heads must refer to UHS and/or OEM faculty or staff with a potential adverse reaction even if the individual’s personal physician has requested that he/she not work.

B. UHS and/or OEM staff will evaluate with the individual and notify the department of the decision in writing of their decision regarding causal relationship and work restrictions.
C. Excused absences must be recorded in Kronos by noting the number of excused hours or days with the absence code of "CNH." When reporting on Blue Sheets the absence should be noted in the ‘Comments’ section of the timesheet. A copy of the written documentation from UHS and/or OEM must be sent to Payroll and Employee Records Center (PERC).

D. For potential adverse reactions that occur after normal business hours the individual may be excused from work until UHS and/or OEM reopens the next regular business day and evaluates the employee.

See also Policy:  
271 Workers’ Compensation Insurance  
339 Sick Leave Plan for Short-Term Disability