



Georgetown University

Notification of "Essential Employee" Status for Purposes of the Influenza Pandemic during the 2009-10 Academic Year

Certain employees are designated "Essential" for the purpose of determining whether they must report to work during the Influenza Pandemic. Your Department has evaluated the services it will be required to provide during the Influenza Pandemic and designated certain of its employees as Essential. An Essential Employee is one who meets any or all of the following criteria:

- An employee whose job is critical to the operation of his/her department and/or
- An employee whose presence is required to back up or provide additional services that are required for his/her department and/or
- An employee whose presence is otherwise required to maintain the business of the University.

You are designated as an Essential Employee. **You must always report to work on time during the Influenza Pandemic even if other employees are excused from reporting and/or the University is closed.** If there are circumstances that would impede your ability to be a designated an Essential Employee, please let your supervisor know immediately.

You must provide your department with contact information and respond promptly when contacted. If you do not already have a GU mail account let your supervisor know so one can be set up for you.

As an Essential Employee you may be assigned to perform work other than your regular work and/or in a department other than your regular department. Your supervisor can help clarify the other responsibilities associated with the designation.

If you are unable to report to work during the Influenza Pandemic because you are ill and contagious with influenza-like illness, you will not be expected to report to work. If you are caring for an ill family member with influenza-like illness you should discuss your situation with your supervisor. All employees, essential and non-essential, must follow the department's regular call in procedure if unable to report to work. If you do not follow the department's regular call in procedure you may not be paid for leave during your period of absence and you may be disciplined for not reporting to work as required during the Influenza Pandemic.

Please read the attached document, **Interim Workplace Guidelines for Georgetown University for the 2009-2010 Academic Year**, for more information on Essential Employee status. If you have questions about your responsibilities as a designated Essential Employee, please talk to your Supervisor or HR Generalist.

Print Employee Name

Date

Department

Employee Signature