

H1N1 or Influenza Like Illness (ILI) Absence Reporting

Employees:

Employees who miss work due to their own illness or to care for an ill family member should report the absence to their supervisor (Division chair or Academic Affairs Office for full and part-time faculty) and Human Resources as soon as possible.

Human Resources

Telephone: 834-7844 or 834-7821

e-mail: tamara@maine.edu or michelle.m.beaulieu@maine.edu

(Frequently asked questions regarding UMS leave policies is available at <http://www.maine.edu/fac-staff/HealthUpdate.php>)

Students:

Students experiencing "influenza like illness" or ILI should promptly report their illness to the Student Affairs Office.

Phone: 834-7513

e-mail: Voisine@maine.edu

Students missing classes because of "influenza like illness" will not be required to provide a medical practitioner's note. Faculty members will be informed of such self-reported absences. However, all arrangements regarding missed classes and/or assignments are the **individual student's responsibility** as soon as s/he is well enough to do so.

Residence Hall Students

Residence Hall students should call (not walk into) the UMFK health clinic at ext. 7822 or their personal health care practitioner if exhibiting flu-like symptoms. **If isolation is recommended, please contact Eric Russell (834-7665 or after hours, 834-8723) or Scott Voisine (834-7513) immediately!**