

SHRI  
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## Human Resource and Business Continuity Planning Challenges for H1N1 Pandemic Flu Outbreak



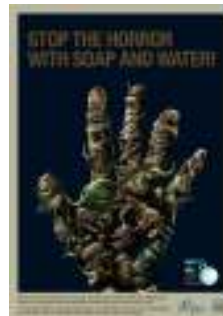
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### Objectives

- Raise challenges that requires advanced thinking and it is not intended to lead to a solution
- Provision and seek authorization and actions from management on human resource policy

## Agenda

- “Moving from containment to mitigation”
- Some Human Resource Challenges:
  - Leave Flexibilities for Employees
  - Keeping Employees Away From the Workplace
  - Overtime
  - Hazardous Duty
- When it happens !!



## Leave Flexibilities for Employees Adversely Affected by a Pandemic Health Crisis

### Examples



## Leave Flexibilities for Employees

- What are my leave options if I have been diagnosed with the flu?
- May I take sick leave if I have been exposed to the flu?
- If I'm afraid of catching the flu and don't want to come to work, what are my leave



## Leave Flexibilities for Employees

- My family was planning to leave for a vacation when my annual leave was canceled because of a pandemic influenza.
  - Can my organization cancel my leave?
  - Will the organization reimburse me for my plane tickets?
- A family member has the flu, or complications from the flu, and I must care for him or her. What are my leave options?

## Keeping Employees Away From the Workplace

- If an employee exhibits signs of the flu, may a supervisor order him/her to leave work or work from home? If so, will the employee be paid during the absence?
- If a supervisor orders an employee to leave work, will the employee be placed on administrative leave, or be required to use his/ her annual or sick leave?

## Keeping Employees Away From the Workplace

- If a supervisor suspects an employee is ill or contagious, may the supervisor prohibit the employee from reporting for work or returning to work?
- May a supervisor require an employee to have a medical exam or physical, or prevent an employee from returning to work until the results of an exam or physical show the employee is not contagious?

## Overtime

- What are the rules about the number of overtime hours a supervisor may require employees to work?
  - Standard policy applies

## Hazardous Duty

- May employees receive hazardous duty pay or environmental differential pay for potential exposure to pandemic influenza?
- IT professionals asked to returned to the office during a pandemic influenza outbreak

## Summary

- Develop a plan
  - Integrate as part of the business continuity planning process
  - Brainstorm on possible HR related scenario in your organization
- Conduct a simulation exercise to test the conditions and cases
  - Part of an exercise within the entire organization

## Summary

- Pandemic Flu Glossary
  - [http://en.bcmpedia.org/wiki/Pandemic\\_Flu\\_Glossary](http://en.bcmpedia.org/wiki/Pandemic_Flu_Glossary)
- “Life Must Carry On”





## Thank You! Q & A



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