

Memo

To: LT Staff
From: Julia Kennard
Date: August 31, 2009
Re: Flu Season

As we enter flu season there are several items all staff members must keep in mind as we strive to keep everyone healthy, support those who are sick and at the same time follow the company leave policy.

Currently, all full time staff members accrue personal sick leave, holiday leave and vacation leave. (Please reference operating procedures handbook for specific details.) This leave is available for you to use during times of illness. Should you have symptoms related to the flu, we ask that you consider remaining home even if you have not been specifically diagnosed with the flu (A, B or H1N1). If you have been diagnosed with any form of the flu, DHEC is recommending that you stay home for seven (7) days to reduce the likelihood of spreading the virus to museum coworkers and guests.

Staff members are able to use their leave in the following order:

1. Sick Leave
2. Holiday Leave
3. Vacation Leave
4. Unpaid Leave

This does mean that should you run out of paid leave, you must take unpaid leave and may be asked to provide documentation from your physician.

In order to assist you in your efforts to ward off the flu, EdVenture will reimburse employees up to \$25.00 for the Influenza A/B vaccine prior to December 1st upon submission of a qualified receipt and signed purchase order.

We hope that you will take advantage of this opportunity to help us all get through this season with minimal illness. Tasha will be distributing updated leave sheets by the end of the week.