

## Attachment 2

Subject: HR Pandemic Guidance for Active Guard Reserve (AGR) Soldiers and Airmen

1. This Guidance is implemented to insure the Department has a contingency plan in place in the event of a significant H1N1 flu, or other pandemic illness incident.
2. In the event of a significant flu outbreak, leave options available to Active Guard Reserve (AGR) soldiers and airmen are specified below:
  - a. In the event an AGR soldier or airman is sick during a significant flu outbreak, they need to be seen by their primary care physician. If the physician diagnoses them with H1N1, they will obtain a doctor's note and present it to their supervisor so sick/convalescent leave may be granted.
  - b. If an AGR soldier or airman has a family member affected by the illness, and they need to provide care, they will take ordinary leave. Special passes can be granted by their supervisor in accordance with AR 600-8-10 or AFI 36-3003.
  - c. If an AGR soldier or airman's child's day care or school is closed normal leave options apply to include ordinary leave or special passes.
  - d. If an AGR soldier or airman is not ill and has not been exposed, but is afraid to come to work and chooses to stay home, they will take ordinary leave if approved by their supervisor.
  - e. If the agency directs AGR soldiers and airmen to stay home as a result of illness related to a pandemic flu incident, record the time as sick leave or special pass depending on the circumstances.
  - f. If the agency directs AGR soldiers and airmen to stay at home due to a pandemic flu incident for purposes of social distancing the time as will be treated as sick leave or special pass depending on the circumstances.
  - g. If an AGR soldier and airman is presenting symptoms at work, refuses to seek medical attention and take sick leave, the supervisor may order them to vacate the workplace. Failure to comply with a lawful order may be cause for disciplinary action.
3. In the event of an influenza outbreak, temporary arrangements may be made for soldiers and airmen to work from home or other alternate arrangements. These arrangements will be evaluated and approved on a case by case basis to address critical work needs, in accordance with any existing continuity of operations plans, or when approving such a temporary work arrangement is in the best interest of the agency.
4. Any questions may be directed to MSG Craig Murray, AGR Branch at X4814.

9 Sep 09