

County Commissioners
Colm Willis, Chair
Kevin Cameron
Danielle Bethell



Chief Administrative Officer
Jan Fritz

Administrator
Ryan Matthews

MARION COUNTY HEALTH AND HUMAN SERVICES

DRAFT

Sick Leave Policy

This policy is an example only. You may modify this policy to meet the needs of your establishment.

Foodborne illnesses including Hepatitis A, norovirus, and Salmonellosis are easily spread through food and beverages. Sick employees easily spread their germs to food and beverages, which can result in a foodborne illness outbreak.

To prevent foodborne illness outbreaks, these guidelines must be followed:

- Employees ill with vomiting, diarrhea, fever, fever and sore throat and jaundice must advise management of their illness so they may be excused from work.
- If an employee becomes ill while at work, they must advise management of their illness so they can be reassigned duties that do not include food/beverage handling or be sent home.
- Employees who have been ill within the 24 hours prior to their shift, must advise management of their illness so they can be reassigned duties that do not include food/beverage handling if possible.
- If an employee has an infected cut, sore, etc. on their hands, they must advise management so they can be reassigned duties that do not include food/beverage handling.
- If an employee is diagnosed with a communicable disease such as Hepatitis A, Shigellosis, Salmonellosis, or E. coli O157:H7 they must advise management **immediately**.