



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

9.0 EMPLOYEE WELLNESS

9.04 FLU SHOT

Purpose

The IPC will provide an opportunity for active employees to receive an annual flu vaccination.

Application

All IPC employees may participate in this program.

Policy

The IPC will provide an opportunity for employees to receive one influenza vaccination per year on a voluntary basis. These vaccinations will be offered in early fall (typically mid-October to late November) in conjunction with programs offered by health care service providers, including Regional Health Authorities, private nursing services (i.e., Victorian Order of Nurses, Nightingale Nursing), physicians and pharmacists.

The vaccinations will be administered in accordance with Saskatchewan Health and Regional Health Authority guidelines, practices, and policies, and are subject to the availability of the vaccine each year.

Process

The Director of Operations will disseminate information about the program and respond to employee inquiries.

If employees are eligible for free flu shots through the public health system, employees should access those free flu shots. The IPC will not cover the cost of vaccinations for those employees who have chosen to get a vaccination from a provider who charges a fee.

Employees will determine if they wish to volunteer for participation in the program, and obtain supervisory approval to be absent from work to attend a clinic/appointment.

Employees will be expected to make their own arrangements to access a public or community health clinic.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Sources

Saskatchewan Public Service Human Resource Manual, Section 809

Legislative Assembly Service Human Resource Policy 9.5