



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMGO-ZA

NOV 12 2013

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 30 – Appropriate Use of Sick Leave

1. Our military and civilian personnel systems include generous provisions to be away from our duty sites when we are ill or need medical attention. These leave provisions are not only for our own wellbeing, in the event of contagious diseases, they are also for the well being of our co-workers.
2. I respect and appreciate very much the dedication that brings our personnel to duty faithfully, even when they do not feel well. However, when a Soldier or employee comes to the workplace with a contagious disease, his or her own recovery is impeded, and there is a risk that others may become infected. At all times, but especially during the influenza season, it is vital that we take care of our own health and that we avoid endangering the health of our work associates.
3. Employees and Soldiers should use the appropriate leave and sick call provisions if they are ill or may be ill with a disease that might be spread at the workplace. In particular, I strongly encourage leaders and supervisors to set the example and stay home if you are obviously sick and potentially contagious.
4. Proponent for this policy is the Civilian Personnel Advisory Center, Fort Gordon, GA.

A handwritten signature in black ink, appearing to read "Samuel G. Anderson".

SAMUEL G. ANDERSON
COL, SC
Commanding

This memorandum supersedes the Garrison Commander's Policy Memorandum No. 30-Appropriate Use of Sick Leave, 22 Nov 11