



Good Evening,

Legislation enacted in March 2021 (Chapter 77, Laws of 2021) amended Civil Service Law and entitles employees - regardless of Attendance Rules coverage - to take up to four hours of paid leave for receiving each COVID-19 vaccination. This provision became effective March 12, 2021.

Please see below for additional guidance. If you have any questions, please contact: \_\_\_\_\_

- Employees are entitled to a paid leave of absence for COVID-19 vaccinations scheduled during the employees' regular work hours.
- Employees who receive a vaccination that is administered in two doses will receive up to four hours of paid leave for each dose. Travel time (based on travel to and from the employee's worksite) is included in this four-hour cap. Absence beyond the four-hour cap must be charged to leave credits.
- A new miscellaneous leave category (COVID-19V: COVID-19 Vaccination) and code (19V: COVID-19 Vaccination) have been created and are currently available in LATS-NY in the "Leave" dropdown box. Employees should add this category to their timesheets and enter the number of hours they are charging on the day(s) of vaccinations.
- Time off for COVID-19 vaccinations should be requested in advance and in accordance with the current policies in place between employees and supervisors.
- Employees who undergo vaccinations outside of their regular work schedules must do so on their own time. Please be advised that employees are not granted compensatory time off for vaccinations that occur on pass days or holidays.
- Employees who received a vaccination during work hours prior to March 12, 2021, are required to charge leave accruals or be granted a leave without pay.