



## HUMAN RESOURCES DEPARTMENT

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**HR Memo #05-21**

**February 5, 2021**

**TO:** All Employees

**FROM:** Nicole Van Gendt, Vice President Human Resources *Nv*

**SUBJECT:** Temporary Policy for Employees that Receive Vaccination against SARS-CoV-2

In December 2020, the United States Food and Drug Administration approved the emergency administration of two vaccines shown in clinical trials to be effective in creating an immunity against COVID-19 in large segments of the population, with the expectation that other vaccines may become available in coming months. Effective administration of the vaccines approved for use as of the date of issuance of this policy requires an initial injection of the vaccine followed by a second injection three to four weeks after the initial injection.

The vaccines are available according to a schedule that prioritizes administration based on such factors as the incidence of a person's exposure to the virus as a result of his or her occupation as a provider of medical services or his or her institutional confinement, or a person's susceptibility to the debilitating effects of the disease due to the presence of underlying co-morbidities or the person's advanced age. The long-term goal is to effectuate the immunization of the vast majority of residents of the country against the coronavirus and thereby eradicate the disease.

As an integral element of the City's efforts to reduce or eliminate the spread of COVID-19, a temporary citywide policy to encourage City employees to be vaccinated was implemented.

A similar policy was adopted applicable to NYCHA employees as set forth below. The temporary policy provides excused leave for the purpose of traveling to a vaccination site and receiving the vaccine during work hours and compensatory time upon completion of the vaccination protocol. This policy does not supersede NYCHA rules, regulations, or policies applicable in the workplace, but rather is designed to encourage and facilitate the expeditious vaccination of employees in order to protect the workplace and City residents in general.

### **Policy and Procedure**

An employee may take up to two hours of excused leave for travel during the employee's scheduled work hours to the administration site and receipt of the vaccination for each required administration of the vaccine.

Employees are excused only for the time required to receive the vaccine, including travel to and/or from work to the vaccination site, up to a maximum of two hours for each vaccine administration. Any additional time off must be charged to the employees' leave balances.

Employees who receive the administration of a vaccination during non-working hours shall not receive excused leave.

## Requesting Leave

To the extent practicable, employees must request excused time at least three calendar days before the scheduled administration of the vaccine and schedule the excused leave for a time that minimizes interference with agency operations. The leave is requested by completing *NYCHA Form 015.015* and providing it to his/her supervisor. Employees must note on the form that they are requesting leave for COVID Vaccination. Along with the leave of absence request form, the employee must provide documentation of the scheduled vaccination.

## Compensatory Time Credit

Employees who have completed vaccination will be eligible for 3 hours of compensatory time in addition to any excused time to which they may be entitled. Upon returning to work, employees must give his/her supervisors documentation of the receipt of each required vaccination, including the date and time of administration, signed by the provider or the provider's agent.

Upon the employee's submission of documentation that he or she has received **all** injections of the vaccine required by the protocol for the vaccine administered to the employee (e.g. after confirmation of the both the first and second dose, if the protocol requires two injections), the employee shall be credited with three hours of compensatory time.

Employees are eligible to receive compensatory time upon the receipt of the vaccine whether it was received during work hours or non-working hours. This compensatory time can be used at the employee's discretion, subject to supervisory approval, immediately after donation or banked for up to one year. An employee cannot be paid for this time in lieu of taking it off.

## Kronos Guidance

Once the employee has provided supporting documentation for each day that he/she received the vaccine during working hours, the timekeeper must update Kronos with the "Excused COVID Vaccine" pay code along with the number of excused hours not to exceed 2 hours per transaction. After the employee has received **all** injections and the timekeeper entered both Excused COVID Vaccine transactions, Kronos will credit the employee with 3 hours of compensatory time.

For employees that receive the vaccine during non-working hours, the Timekeeper should update Kronos with the "Excused COVID Vaccine" pay code with zero excused hours on the days the vaccine was received. This will cause Kronos to credit the employee with 3 hours of compensatory time.

Similarly, managerial employees and specific non-managerial employees who do not swipe should update their Kronos time records.