

Replaces previous interim policy distributed on January 15, 2021 regarding this subject matter.

REVISED INTERIM POLICY REGARDING COVID-19 VACCINATION OF NYC HEALTH + HOSPITALS WORKFORCE

March 29, 2021

In order to assist New York City's efforts to reduce or eliminate the spread of COVID-19, this interim policy is being implemented to encourage NYC Health + Hospitals (hereafter the "System") workforce members to be vaccinated when administration of the COVID-19 vaccine becomes available to the employee in accordance with the New York State and New York City vaccination schedules.

This interim System-wide policy provides excused leave for the purpose of travel related to a vaccination site and receiving the vaccine during work hours; and compensatory time upon successful completion of the vaccination protocol.

I. **ELIGIBILITY:**

To be eligible to receive excused leave and compensatory time related to the administration of the workforce member's COVID-19 vaccination, the workforce member must be in "active" status as an employee.

II. **POLICY:**

A. **Excused Leave**

As of March 12, 2021, a workforce member may take up to four (4) hours of excused leave (non-chargeable and code timekeeping record "01") **per injection which includes travel during** scheduled work hours related to the administration of each vaccination.

1. An employee must obtain advance approval from their supervisor to schedule travel time to the vaccination site and/administration of the vaccine during work hours, and schedule at such a time that minimizes disruption with facility/site operations.
2. The employee must provide documentation of the date and time of the scheduled vaccination to their supervisor prior to using the excused leave, and provide documentation of the receipt of each required vaccination, including the date and time of administration.
3. Employees are excused only for the time required to receive the vaccine, including travel to and from the vaccination site, up to a maximum of four (4) hours for each administration. Any additional time used during work hours must be charged to the employees' accrued leave balances (i.e. annual, vested or comp).
4. An employee who receives administration of a vaccination during non-working hours shall not receive excused leave for such administration.

B. **Compensatory Time**

1. Upon confirmation employee has received all dosages of the vaccine required by the protocol (e.g. after confirmation of both the first and second doses, if the protocol requires two injections), the employee shall be credited with three hours of compensatory time. The employee may be requested to provide documentation of vaccination(s).

2. Employees are eligible to receive compensatory time upon confirmation/receipt of the vaccine whether it was received during work hours or non-working hours.
3. This compensatory time may be used at the employee's discretion, subject to approval, for up to one year.

III. **RESPONSIBILITIES:**

A. Employee

1. Provides manager with required notice and documentation of appointment to be vaccinated.
2. Makes reasonable effort to schedule appointment at a time least disruptive to operations.
3. Submits documentation that confirms vaccination immediately after vaccination appointments. –
 - i. Submission should be made to the employee's local OHS office, using the [COVID19 vaccine participation form](#) found on the COVID-19 Resource Hub - Employee Guidance & Policies page at ess.nychhc.org.
 - ii. Documentation must include a copy of the CDC vaccination card given to the employee at the time of vaccination
4. Compensatory time must be used within one year of when provided.

B. Department Head

1. Evaluates and approves employee requests to use excused leave during work hours for travel time to the vaccination site and/or administration of the vaccine pursuant to this policy.
2. Ensures approved use of excused leave time is properly recorded in the NYC Health + Hospitals timekeeping record system as Code "01."

C. Human Resources

1. Ensures compliance with this interim policy.
2. Notifies employees in writing of their right to excused leave and compensatory time pursuant to this interim policy.
3. Corporate HR submits electronic confirmation of employee vaccinations administered within NYC Health + Hospitals facilities to Payroll for credit of compensatory time.

D. Payroll

1. Administers compensatory time earned to employee's leave balance upon receipt of vaccination confirmation and approval documentation from Human Resources.

IV. **INTERPRETATION:**

The Senior Vice President of Human Resources is responsible for interpreting this Interim policy. This interim policy may be modified as deemed necessary by the Senior Vice President of Human Resources.



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