Employee Time Reporting & COVID-19 Vaccinations

In support of our employees being vaccinated against COVID-19, we are asking supervisors to be as flexible as possible with employee work schedules to allow everyone the opportunity to receive both doses of the vaccine. While supervisors and employees must still report time accurately, it is appropriate to allow employees to flex their schedule to accommodate appointments for vaccinations. In many cases, individuals will be notified with short notice that a vaccine appointment is available for them and we should be as accommodating as possible.

For example, an employee may be contacted on Tuesday that an appointment to receive the vaccination is available on Wednesday at 10 a.m. The employee should be able to confirm the appointment with the expectation of flexibility in their work schedule to leave the workplace for the brief period of time to receive the vaccine. While the time away should not be recorded as time worked, supervisors can work to allow the employee to either:
- Adjust their schedule to be able to make up the time away from work (i.e. shorter lunch break the remainder of the week, coming in early, staying later, etc)
- Take accrued leave without penalty for it not be scheduled in advance
- In positions where it is available, tasks completed via telework in the evening to equal the time away from the office

These alternate arrangements are offered to increase opportunities for our employees to receive the COVID-19 vaccination and should not be an expectation for other medical appointments and obligations outside of work.