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USG FAQs COVID-19 Vaccine Administrative Day

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USG FAQs COVID-19 Vaccine Administrative Day

Q1: Will University System of Georgia (USG) campuses remain open on September 3, 2021?

A1: Yes, to maintain campus operations, USG institutions will not close on September 3, 2021. In alignment with the intent of the Governors Vaccination Day for state employees, USG employees may request eight (8) hours of administrative time off between September 1, 2021, to December 31, 2021.

Q2: Will employees who have already received a COVID-19 vaccination also be allowed administrative leave?

A2: Yes. All employees are eligible to request eight (8) hours of administrative leave.

Q3: Must employees utilize the absence to receive a vaccination?

A3: No. However, the Governor has continued to encourage all Georgia citizens to consult with their medical professional about the impacts of COVID-19 and the safety and effectiveness of the vaccine and to get vaccinated.

Q4: Will temporary employees be provided administrative leave?

A4: Yes, all USG employees are eligible and may request the use of leave between September 1, 2021 and December 31, 2021.

Q5: How should institutions determine the number of hours to provide employees?

A5: The number of hours available to an employee will be based on their regularly scheduled hours up to a maximum of eight (8) hours and pro-rated for part-time employees.

Q6: If an employee normally works a 10-hour per day schedule, must the employee utilize two (2) hours of accrued leave when requesting the administrative day off?

A6: Yes. Employees will be given a maximum of eight (8) hours of leave. If an employee is scheduled to work ten (10) hours, then two (2) hours of work or other leave will be required.

Q7: If September 1, 2021 is an employee's first or last day of employment should he or she be provided administrative leave?

A7: An employee is eligible to use this leave at any point during employment between September 1, 2021, and December 31, 2021.

Q8. Will this leave be available for use after December 31, 2021?

A8. No. The leave is not available for use after December 31, 2021 nor will it be paid out upon separation from employment.

Q9: Can an employee already scheduled for paid or unpaid leave now receive administrative leave?

A9: Yes, an employee may change their leave request and use this leave on September 1st – to December 31st.

Q10: Can leave be taken in increments as opposed to the full 8 hours at once?

A10: Yes. Leave may be taken in increments within the established timeframe of September 1st December 31st.

Q11: Will the leave provided for vaccinations in Executive Order 03.31.21.01 (under which non-temporary employees may request up to eight (8) hours of administrative leave to receive a COVID-19 vaccination and up to sixteen (16) hours for recovery from any negative side effects) continue to be available after September 3rd?

A11: Yes. So long as the COVID-19 Vaccine Leave provided under Executive Order 03.31.21.01 is renewed per executive order, it will continue to be available for request and usage.

Q12: Will the Admin Leave need to be entered for exempt employees as well?

A12: Yes, for tracking and reporting purposes all leave must be documented for exempt and non-exempt employees.

Q13: Are student employees eligible for the leave?

A13: No. Student employees are not eligible for the administrative leave.

Q14: For clarification, employees do not need to be vaccinated to request the day, correct?

A14: Correct. Employees do not need to be vaccinated to request the day of leave. However, in alignment with the Governor's intent for the administrative day off for state employees, USG encourages all employees to consult with their medical professional and to get vaccinated.

Time Reporting Codes

Two new Time Reporting Codes (TRCs) have been added to Time and Labor to record time off for the Vaccine Admin Day. The TRCs are:

00VLH: Vaccine Admin Day – Hourly

00VLM: Vaccine Admin Day – Monthly

Once a request for Vaccine Admin Day leave is submitted by an employee, manager or time approvers will update the Timesheet with the appropriate hours (not to exceed 8 hours in total).

If you have any questions, please contact HR at hrservice@georgiasouthern.edu.