

Policy # xxx #.#
Policy Title COVID-19 Vaccination Leave

Policy Owner: Director of Human Resources
Responsible Office(s): Human Resources
Current Revision: November 11, 2021

A. POLICY STATEMENT

Converse encourages and promotes employees to receive the COVID-19 vaccination consistent with guidance issued by the Centers for Disease Control and Prevention (CDC), public health authorities, and in consultation with their health care provider. Promotion of vaccination will enable Converse to maintain a safe and healthy work environment and to further protect – to the greatest extent possible – faculty, staff, students, guests and their families from COVID-19 infection. To provide a supportive opportunity for employees to get the vaccine, Converse will provide leave to eligible employees to obtain the COVID-19 vaccine and to cover reasonable absences resulting from potential side effects immediately after vaccination.

B. PURPOSE

This purpose of the COVID-19 Vaccination Leave policy is to provide guidance on eligibility for COVID-19 Vaccination Leave, procedures for supervisors and staff on how to request and approve leave related to COVID-19 vaccine administration, and guidance on measures to ensure continuity of operations while providing employees with the time needed for COVID-19 vaccination.

C. SCOPE

All Faculty and Staff, part-time, temporary or seasonal employees.

D. DEFINITIONS AND ACRONYMS

Not Applicable

E. POLICY

To maximize vaccination opportunities for employees, Converse will, to the extent possible:

- assist faculty and staff by providing information on COVID-19 vaccination and sites where COVID-19 vaccinations may be received;
- allow employees who are unable to receive vaccination during non-working hours, paid time to receive the COVID-19 vaccine;
- cover reasonable absences resulting from potential side effects of receiving the vaccine via the university's COVID-19 Vaccination Leave Policy and accrued sick leave when applicable.

Converse prioritizes maintaining a safe campus experience for everyone. Extended safety protocols may be required or recommended for those who choose not to receive the vaccine when it is available.

Under the COVID-19 Vaccination Leave policy, eligible staff members will be offered (a) up to 8 hours of COVID-19 Vaccination Leave for the primary vaccination series for up to two vaccination appointments (up to 4 hours per appointment) and (b) up to two days of COVID-

19 Vaccination Leave for recovery from potential side effects per vaccination dose which make the employee unable to work.

Employees are able to use accrued sick, emergency or vacation leave for extended periods beyond what is covered under the COVID-19 Vaccination Leave policy for reasons related to vaccination including obtaining or supporting vaccination of immediate family members. Use of accrued leave must be coordinated with the supervisor and adhere to the applicable leave policies as outlined in the Faculty and Staff Handbook.

This policy is intended to comply with all applicable federal and state laws and is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and local health authorities.

The University reserves the right to change this policy as necessary based on new regulations and information about the vaccine or the COVID-19 virus including local, state or national public health recommendations.

F. PROCEDURES

When feasible, all faculty and staff are encouraged to get the vaccine during non-working hours.

Eligibility

Converse's COVID-19 paid COVID-19 Vaccination Leave is available to all employees. Exempt employees may utilize paid COVID-19 Vaccination Leave if experiencing symptoms after vaccination; time missed for obtaining vaccination during working hours is covered under this policy. Non-exempt employees may utilize paid COVID-19 Vaccination Leave for both obtaining vaccination and recovery after vaccination if unable to work due to side effects. Faculty, temporary and seasonal employees should work with their supervisor for additional opportunities to support vaccination and schedule it in a way that is least disruptive to operations.

Process to request Vaccination Leave for staff obtaining a COVID-19 vaccination:

1. **Submit Request:** Employees should request from their supervisor the time off they need to receive the vaccination. The request, when possible, must be made no later than three (3) scheduled work days prior to the scheduled vaccination. If an employee requests time off the day a vaccination is made available, every effort will be made to allow the employee the opportunity to receive the vaccination.
2. **Supervisor Review:** A supervisor should review and approve or deny the request away from work promptly. Supervisors and employees will determine a reasonable arrangement that supports the operation of the work unit. Every effort should be made to allow the employee the opportunity to receive the vaccination
3. **Submit documentation:** Employees must upload their vaccination receipt into the confidential [COVID-19 Vaccination portal](#) within 24 hours.
4. **Recording Time:** Eligible employees who upload their vaccination record into the Converse portal can claim eligible time in iSolved by using "COVID-19" and recording

both the start time and hours per day. Supervisors will follow normal payroll processing requirements for their review and can assist if you have further questions. Lack of vaccine dose documentation or failure to obtain a supervisor's approval in advance of a leave request may disqualify employees from receiving Vaccination Leave.

Process to request Vaccination Leave for staff experiencing side effects in the time immediately following vaccination:

1. **Notification.** The employee must notify the supervisor of their inability to work and intention to utilize the COVID-19 Vaccination Leave. Employees must contact the Wellness Center and their supervisor immediately regarding COVID-19 symptoms, positive COVID-19 tests, or isolation or quarantine orders.
2. **Submit documentation:** In order to be approved to use the paid COVID-19 Vaccination Leave for this purpose, employees must provide documentation supporting their request. Documentation of symptoms may take the form of a doctor's note, other similar medical documentation, declaration of symptoms on the daily screening tool or consultation with the Wellness Center or Teladoc.
3. **Record time:** Employees can select the option of "Covid-19" Leave in iSolved. Supervisors will approve time in iSolved and Human Resources will validate the documentation, verify the date of leave with the supervisor and request payroll to add time to the payroll timecard.

All payment for COVID-19 paid Vaccination Leave will be through Converse's payroll on regular payroll dates. The amount of the benefit will be based upon current salary rate and determined by standard hours/full time equivalent of the position.

COVID-19 paid Vaccination Leave is not to be used to put an employee into overtime hours. COVID-19 Vaccination Leave may not be rolled over into the next fiscal year and is not eligible to be paid upon separation of employment.

G. RELATED RESOURCES

- [COVID-19 Policies & Procedures](#)
- [Families First Coronavirus Response Act: Employee Paid Leave Rights, Sick Leave and Expanded FMLA](#)
- [Submit Covid test results Vaccination Upload](#)
- [Self-Screening Questionnaire](#) [Self Screening Questionnaire](#)

H. HISTORY

REVISION DATE	APPROVAL BODY	REVISION SUMMARY
March 5, 2021	Direct Reports	New policy establishment Edits related to new time code in the timekeeping system.
September 30, 2021	President's Cabinet	Edits due to end of FFCRA leave on 9/30/2021

November 11, 2021	President's Cabinet	Edits to coincide with new OSHA ETS requirements
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