
Policy Title: Voluntary COVID-19 Vaccination Leave

Policy Owner: Director of Human Resources

Responsible Office(s): Human Resources

Current Revision: March 29, 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. The vaccination of employees 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 support our employees who wish 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 Voluntary COVID-19 Vaccination Leave policy is to: explain eligibility for Voluntary COVID-19 Vaccination Leave; set forth the procedures for supervisors and staff to request and approve leave related to COVID-19 vaccine administration; and ensure continuity of operations while providing employees with the time needed for COVID-19 vaccination.

C. SCOPE

All benefit-eligible Faculty and Staff

D. DEFINITIONS AND ACRONYMS

Not Applicable

E. POLICY

During the FDA's Emergency Authorized Use phase of the COVID-19 vaccine, vaccination is voluntary. To maximize vaccination opportunities for employees, the College 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 nonworking hours, paid time to receive the COVID-19 vaccine; and
- cover reasonable absences resulting from potential side effects of receiving the vaccine.



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 this Policy, eligible staff members will be offered (a) up to 3 hours of Vaccination Leave for up to two vaccination appointments and (b) up to one day of Vaccination Leave for recovery from potential side effects per vaccination dose, which make the staff member unable to work. Additional leave hours may be available through other leave policies like the Families First Coronavirus Response Act (FFCRA) Employee Paid Leave. Contact Human Resources to evaluate eligibility.

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 College reserves the right to change this policy as necessary based on new information about the vaccine or the COVID-19 virus based on 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 Vaccination Leave is available to all full-time, benefit-eligible staff. Exempt employees may utilize paid 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 Vaccination leave for both obtaining vaccination and recovery after vaccination if unable to work due to side effects. Faculty who do not accrue leave are not eligible for paid Vaccination Leave and should work with their supervisor for additional opportunities to support vaccination.

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 [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 isolated 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:** Supervisors will send an email to Human Resources if leave has been approved. 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 the employee’s current salary rate and determined by standard hours/full time equivalent of the position. COVID-19 paid Vaccination Leave is not eligible to be counted for purposes of determining 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](#)



H. HISTORY

REVISION DATE	APPROVAL BODY	REVISION SUMMARY
March 5, 2021	Direct Reports	New policy establishment
March 25, 2021		Edits related to new time code in timekeeping system

