

PERSONNEL SERVICES BULLETINS (PSBs)

600-4

Subject: Temporary Citywide Policy for Vaccination of City Employees against SARS-CoV-2

Date: January 7, 2021

I. Background

In 2020, Public health officials discovered a new coronavirus, Severe Acute Respiratory Syndrome Coronavirus 2, or SARS-CoV-2. The virus may cause some infected persons to develop a disease called COVID-19 that has an array of adverse health effects which may cause temporary or long-term disability or death. The virus is spread between people who are in close contact with one another through respiratory droplets produced when an infected person coughs, sneezes, or speaks.

In December 2020, the United States Food and Drug Administration approved emergency administration of two vaccines shown in clinical trials to be effective in creating an immunity against COVID-19 in large segments of the population, with the expectation that other vaccines may become available in coming months. Effective administration of the vaccines approved for use as of the date of issuance of this policy requires an initial injection of the vaccine followed by a second injection three to four weeks after the initial injection.

The vaccines will initially be made available according to a schedule that prioritizes administration based on such factors as the incidence of a person's exposure to the virus as a result of his or her occupation as a provider of medical services or his or her institutional confinement, or a person's susceptibility to the debilitating effects of the disease due to the presence of underlying co-morbidities or the person's advanced age. The long-term goal is to effectuate the immunization of the vast majority of residents of the country against the coronavirus and thereby eradicate the disease.

II. Purpose

As an integral element of the City's efforts to reduce or eliminate the spread of COVID-19, it is implementing a temporary citywide policy to encourage City employees to be vaccinated when administration of the vaccine becomes available to the employee in accordance with schedules adopted by the State and City of New York. The temporary policy provides excused leave for the purpose of traveling to a vaccination site and receiving the vaccine during work hours and compensatory time upon completion of the vaccination protocol. This policy does not supersede City rules, regulations, or policies applicable in the workplace, but rather is designed to encourage and facilitate the expeditious vaccination of City employees in order to protect the workplace and City residents in general.

III. Policy and Procedure

A. Excused Leave

An employee may take up to two hours of excused leave for travel during scheduled work hours to the administration site and receipt of the vaccination for each required administration of the vaccine. To the extent practicable, an employee should notify his or her

supervisor at least three calendar days before the scheduled administration of the vaccine and schedule the excused leave for a time that minimizes interference with agency operations. The employee must provide documentation of the scheduled vaccination at the time he or she notifies the supervisor of the need for excused leave, and provide documentation of the receipt of each required vaccination, including the date and time of administration, signed by the provider or the provider's agent. 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 two hours for each administration. Any additional time off must be charged to the employees' leave balances.

An employee who receives administration of a vaccination during non-working hours shall not receive excused leave for such administration.

B. Compensatory Time

Upon the employee's submission of documentation that he or she has received all injections of the vaccine required by the protocol for the vaccine administered to the employee (e.g. after confirmation of the both the first and second dose, if the protocol requires two injections), the employee shall be credited with three hours of compensatory time. Employees are eligible to receive compensatory time upon the receipt of the vaccine whether it was received during work hours or non-working hours. This compensatory time can be used at the employee's discretion, subject to agency approval, immediately after donation or banked for up to one year. An employee cannot be paid for this time in lieu of taking it off.

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Commissioner

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