

## Human Resources Department



TO: All Hourly Employees

FROM: Nada Alamaddine, Director of Human Resources, Non-Instructional *NA*

RE: Reporting COVID-19 Vaccination Appointment

DATE: February 8, 2021

Employees will not suffer loss of pay or deduction due to COVID-19 vaccination appointment. There will be no deduction from sick leave or personal business to go to the COVID-19 vaccination appointment.

Employees do not need to report this time on their time cards. However all employees must let their supervisors know the date and time of their appointment. If the supervisor required an employee to punch in and out to leave for the vaccination appointment, the employee should mark that time by writing "Vaccine Appointment". Employees are not required to punch in and out unless their supervisors require it.

Employees who are not scheduled to work during their vaccination appointment, will not get paid or get compensated for that time. Employees scheduled to work during their appointment time, should return to work after they get the vaccine.

Wishing everyone the best of health!

cc: Thomas Hand, DSOEA President  
Alfredo Lerini, DFSE President  
Payroll Department  
Building Administrators