

DEPARTMENT OF HUMAN RESOURCES

To: All Employees
From: Dr. Valerie C. D'Aguanno, Ed.D., Executive Director
Date: March 15, 2021
Re: COVID-19 Vaccination Leave Request

COVID-19 Vaccination Leave Request:

All full and part-time Nassau BOCES employees are entitled to excused paid leave to obtain a COVID-19 Vaccine.

COVID-19 Vaccine leave limited to:

Up to four (4) hours of excused leave per injection.

Employees are not entitled to compensatory time for vaccination outside their regular work schedule. Employees should note that taking the maximum amount (4 hours) of excused paid leave for COVID-19 Vaccination reduces their work day; therefore, employees may not be entitled to a meal period during that particular work day.

REQUIRED DOCUMENTATION:

All full and part-time Nassau BOCES employees are required to submit a completed "COVID-19 Vaccination Leave Request" form to Human Resources. This form documents the excused absence, so the employee's accrued leave entitlements are not charged. The COVID-19 Vaccination Leave Request form must be submitted to Human Resources with proof of vaccination.

As with any other absence, the employee must follow routine attendance reporting procedures, such as calling the Aesop system (if applicable at 1-800-942-3767) and alerting their supervisor. Employees should write "CV" on their timesheet for reconciliation with the verification information on the "COVID-19 Vaccine Leave Request" form. No additional leave request forms will be required. Absences exceeding the number of hours allowed will be charged to the employee's leave accruals. Additional forms can be found on the Nassau BOCES website under the employee section.

REMEMBER:

You must notify your building/department that you have received approval. In order to receive COVID-19 Vaccine leave time, you must send the completed "COVID-19 Vaccine Leave Request Form" with a copy of proof of vaccination to Human Resources.

[CLICK HERE TO UPLOAD COMPLETED COVID-19 VACCINE LEAVE REQUEST AND PROOF OF VACCINATION](#)

Completed COVID-19 Leave Request forms must be saved to your computer prior to uploading.

COVID-19 VACCINATION LEAVE REQUEST FORM

Form must be submitted to Human Resources with proof of vaccination.

Please print (except for signature)

Name:		Employee ID #:
Title:		
Date Submitted:	Building:	Department:
Regular Hours of Employment:		
Date and time of COVID-19 Vaccination Appointment:		
Time requested off, limited to 4 hours including travel time:	From:	To:
Employee Signature:	Date:	
For Human Resources Office Use Only:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature: _____
		Date: _____

This COVID-19 Vaccination leave is limited to:

Up to four (4) hours of excused leave per injection.

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**ATTACH PROOF OF VACCINATION (Copy of your
 Vaccination Card)**

[CLICK HERE TO UPLOAD COMPLETED COVID-19 VACCINE LEAVE REQUEST AND PROOF OF VACCINATION](#)

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