



The Use of Time Off Related to COVID-19 Vaccination for STAFF

To support those who need to receive the COVID-19 vaccine and/or experience side effects from the vaccine, the university will provide **up to an additional 8 hours*** of paid time off.

Please review the information below regarding how exempt and non-exempt staff members should request and record this time off from work.

**Employees subject to a collective bargaining agreement should consult with their HR Business Partner regarding eligibility for the time off benefit.*

Non-Exempt Staff (Paid Hourly)

The university will provide *up to* 8 hours total of **Administrative Leave (ALV)** for non-exempt staff.

Please note: Paid Time Off (i.e. PND, sick, or annual time) may still be requested if additional time off is needed to receive and/or recover from the vaccination.

Please review the **Frequently Asked Questions** for details.

1. What situations qualify for the use of ALV?

There are a number of situations that qualify; however, the following situations are **now** eligible for use of ALV:

- Receiving the COVID-19 vaccine, including travel to and from the appointment, **during regularly scheduled** work hours
- Recovering from side effects of the COVID-19 vaccine

2. Who is eligible to be paid ALV for time off related to the COVID-19 vaccine and how much time is available?

Non-exempt staff in the following categories are eligible to be paid *up to* 8 hours of ALV if they are in one of the following categories:

- Full time benefits-eligible staff
- Part time benefits-eligible staff
- Hourly wage/temp workers
 - GW temp agency staff who are in an active status are eligible for ALV for days they are scheduled to work.

Note: *ALV related to the COVID-vaccine does not apply to student workers.*

3. When may I use ALV?

ALV is to be used within 3 days of receiving the first or second dose of the Pfizer or Moderna vaccine or within 3 days of receiving the first and only dose of the Johnson and Johnson Janssen vaccine.

4. How do I request time off for the COVID-19 vaccine?

You should request (in person, via email or by phone) from your manager the time off you need to receive the vaccination during scheduled work hours.

ALV is not an option in the "Time Off Type" drop down menu in the "Request Time Off" pop up box in the Time Reporting System (TRS). Your department's timekeeper will need to record the ALV on your timecard in the TRS.

5. How far in advance must I request time off related to the COVID-19 vaccine?

Staff should request from their manager the time off they need to receive the vaccination during scheduled work hours. The request, when possible, must be made no later than three scheduled workdays 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.

6. Do I need to provide documentation with my request for ALV to receive the COVID-19 vaccine?

Documentation is not required to be submitted to be paid ALV for time off related to the COVID-19 vaccine; however, current on-site faculty and staff are required to upload documentation to the [GW medical portal](#) to maintain onsite campus status. Keep your vaccination record for use at a later time in preparation for return to campus.

7. I already received my COVID-19 vaccine(s) and used Pandemic Time (PND), sick or annual time, can I request ALV instead?

Yes. If you used up to 8 hours of PND, sick or annual time in 2021 for an eligible situation described above and wish to have ALV applied instead, please log in to the [TRS](#) to [cancel](#) your original request. Once your manager [approves the cancellation](#), the time off will be removed from your timecard and your time off balance will no longer reflect the hours you cancelled. Your timekeeper can then record this time as ALV on your timecard.

8. How can I find out how many ALV hours I have available?

Your manager or departmental timekeeper can run the Employee Transactions and Totals report in the TRS to show how many hours you have used.

Exempt Staff (Paid Salary)

Time Off Related to COVID-19 Vaccination

To support those who need to receive the COVID-19 vaccine and/or experience side effects from the vaccine, the university will provide **up to an additional 8 hours** of paid time off.

Please note: PND, sick, or annual time may still be requested if more time off is needed to receive and/or recover from the vaccination.

Please review the **Frequently Asked Questions** for details.

1. What situations qualify for the use of this paid time off?

There are a number of situations that qualify; however, the following situations are **now** eligible for use of ALV:

- Receiving the COVID-19 vaccine, including travel to and from the appointment
- Recovering from side effects of the COVID-19 vaccine

2. When may I use paid time off for the COVID-19 vaccine?

Paid time off related to the COVID-19 vaccine must be used within 3 days of receiving the first or second dose of the Pfizer or Moderna vaccine or within 3 days of receiving the first and only dose of the Johnson and Johnson Janssen vaccine.

3. How do I request paid time off for the COVID-19 vaccine?

Employees should work with their manager to schedule up to 8 hours of paid time off needed to receive and/or recover from the vaccination. **This time should not be charged in the TRS.**

Please note: Paid time off (i.e. PND, sick, or annual) may still be requested if additional time off is needed to receive and/or recover from the vaccination.

4. How far in advance must I request time off related to the COVID-19 vaccine?

Staff should request from their manager the time off they need to receive the vaccination. The request, when possible, must be made no later than three scheduled workdays 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.

5. Do I need to provide documentation with my request for paid time off to receive the COVID-19 vaccine?

Documentation is not required to be submitted to be paid for time off related to the COVID-19 vaccine; however, current on-site faculty and staff are required to upload documentation to the [GW medical portal](#) to maintain onsite campus status. Keep your vaccination record for use at a later time in preparation for return to campus.

6. I already received my COVID-19 vaccine(s) and used Pandemic Time (PND), sick or annual time, can I have this time returned to my balance?

Yes. If you used up to 8 hours of PND, sick or annual time in 2021 for an eligible situation described above and wish to have this time returned to your balance, please log in to the [Time Reporting System \(TRS\)](#) to [cancel](#) your original request. Once your manager [approves the cancellation](#), the time off will be removed from your timecard and your time off balance will no longer reflect the hours you cancelled.

Questions?

If you have questions about the use of ALV for COVID-19 vaccinations, please contact Benefits at timeoff@gwu.edu or 571-553-8382.