



## COVID Vaccine and Recovery Time

To support staff as well as GW's COVID vaccine requirement, the university provides staff members with up to 48 hours of paid time off that could be used to receive the COVID-19 vaccine and/or to recover from the side effects from the vaccine. Those eligible must have worked for GW for at least 15 days before they can request paid time off for vaccination and/or recovery.

### Paid Time Available:

Eligible employees can take:

- up to 2 hours of vaccine time per dose (including boosters) and
- up to 8 hours of vaccine recovery time during the 24-hour period following the 2-hour vaccination time period to recover from vaccine side effects.

A maximum of 48 hours of COVID Vaccine and Recovery Time per year can be used.

### Qualifying Situations:

Vaccine Time is paid time off:

- to receive a COVID-19 vaccination, including a booster, or
- to take your child to receive a COVID-19 vaccination, including a booster.

Vaccine recovery time is paid time off:

- to recover from side effects from a COVID-19 vaccination or booster, or
- to care for your child recovering, from side effects from a COVID-19 vaccination or booster.

Please review the frequently asked questions below for details on how to process this paid time off for both non-exempt and exempt employees.

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### NON-EXEMPT EMPLOYEES (Paid Hourly)

### Frequently Asked Questions

#### 1. What situations qualify for the use of COVID Vaccine and Recovery Time?

Vaccine Time can be used (during regularly scheduled work hours):

- to receive a COVID-19 vaccination or booster including travel to and from the appointment, or
- to take your child to receive a COVID-19 vaccination, including a booster.

Vaccine recovery time can be used (during regularly scheduled work hours):

- to recover from side effects from a COVID-19 vaccination or booster, or
- to care for your child recovering, from side effects from a COVID-19 vaccination or booster.

#### 2. Who is eligible for COVID Vaccine and Recovery Time and how much time is available?

Non-exempt employees in the following categories are eligible to be paid up to 48 hours of COVID Vaccine and Recovery Time if they have been employed for at least 15 days:

- Full time benefits-eligible staff
- Part time benefits-eligible staff
- Part time student workers (i.e., not enrolled in a full-time academic program)
- Hourly wage/temp workers

- GW temp agency staff who are in an active status are eligible for COVID Vaccine and Recovery Time for days they are scheduled to work.

### 3. When may I use COVID Vaccine and Recovery Time?

Up to 2 hours of time can be used for you or your child per vaccine dose including boosters and up to 8 hours can be used for you or your child to recover from vaccine side effects during the 24-hour period following the 2-hour vaccination time period.

### 4. How do I request COVID Vaccine and Recovery Time?

Please submit the time off request to your manager (in person, via email or by phone) if you need to take COVID Vaccine and Recovery Time during scheduled work hours. Your department's timekeeper will need to add ALV\* to your timecard for the requested hours.

\*Please note that 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. It is the employee's and manager's responsibility to ensure the employee does not surpass the maximum 48 hours per year.

### 5. How far in advance must I request COVID Vaccine and Recovery Time?

Please submit the time off request to your manager as soon as possible. The request, when possible, must be made at least 48 hours prior to the need for time off. However, if you request time off the day a vaccination is made available, every effort will be made to allow you the opportunity to receive the vaccination.

### 6. Do I need to provide documentation for my COVID Vaccine and Recovery Time request?

Documentation is not required to be submitted to be paid COVID Vaccine and Recovery Time; however, all employees are expected to comply with the [university's vaccine requirements](#).

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

Yes. If you used up to 8 hours of PND, sick or annual time in 2021 or 2022 for an eligible situation described above and wish to have COVID Vaccine and Recovery Time 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. Can my manager require me to identify another worker to fill in for my work while using COVID Vaccine and Recovery Time?

No, your manager cannot require you to find a replacement while using COVID Vaccine and Recovery Time.

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

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## **EXEMPT EMPLOYEES (Paid Salary)**

### **Frequently Asked Questions**

#### **1. What situations qualify for the use of COVID Vaccine and Recovery Time?**

Vaccine Time can be used (during regularly scheduled work hours):

- to receive a COVID-19 vaccination or booster including travel to and from the appointment, or
- to take your child to receive a COVID-19 vaccination, including a booster.

Vaccine recovery time can be used (during regularly scheduled work hours):

- to recover from side effects from a COVID-19 vaccination or booster, or

- to care for your child recovering, from side effects from a COVID-19 vaccination or booster.

**2. Who is eligible for COVID Vaccine and Recovery Time and how much time is available?**

All exempt employees are eligible to be paid up to 48 hours of COVID Vaccine and Recovery Time if they have been employed for at least 15 days.

**3. When may I use COVID Vaccine and Recovery Time?**

Up to 2 hours of time can be used per can be used for you or your child per dose including boosters and up to 8 hours can be used for you or your child to recover from vaccine side effects during the 24-hour period following the 2-hour vaccination time period.

**4. How do I request COVID Vaccine and Recovery Time?**

You should work with your manager to schedule paid time off needed. **This time should not be charged in the TRS.** Note: A maximum of 48 hours of COVID Vaccine and Recovery Time per year can be used. It is the employee's and manager's responsibility to ensure the employee does not surpass the maximum 48 hours per year.

**5. How far in advance must I request COVID Vaccine and Recovery Time?**

Please submit the time off request to your manager as soon as possible. The request, when possible, must be made at least 48 hours prior to the need for time off. However, if you request time off the day a vaccination is made available, every effort will be made to allow you the opportunity to receive the vaccination.

**6. Do I need to provide documentation for my COVID Vaccine and Recovery Time request?**

Documentation is not required to be submitted to be paid for COVID Vaccine and Recovery Time; however, all workers are expected to comply with the [university's vaccine requirements](#).

**7. I already received my COVID-19 vaccine(s), used Pandemic Time (PND), sick or annual time and had this time approved via the TRS. 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 or 2022 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.

**8. Can my manager require me to identify another worker to fill in for my work while using COVID Vaccine and Recovery Time?** No, your manager cannot require you to find a replacement while using COVID Vaccine and Recovery Time.

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

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**We are here to help**

If you have questions about the use of COVID Vaccine and Recovery Time, please contact Benefits at [timeoff@gwu.edu](mailto:timeoff@gwu.edu) or 571-553-8382.