

## Administrative Regulation 7.4 COVID-19 Vaccine Leave

- A. INTRODUCTION. This regulation provides eligible MCCCDC employees a leave of absence to obtain the COVID-19 vaccine. As soon as employees are eligible to be vaccinated based on Arizona's state eligibility protocols, employees are encouraged to get vaccinated as promptly as possible. This regulation expires the day the State of Arizona announces that the COVID-19 public health emergency is no longer in effect.
- B. APPLICABILITY. All MCCCDC employees who are eligible to obtain the COVID-19 vaccination.
- C. Policy.
1. COVID-19 Vaccine Leave.
    - a. Generally. All employees who are eligible to receive the COVID-19 vaccine regimen shall be granted leave to get vaccinated.
      - i. Leave Time. An employee may receive up to two hours of paid leave for each COVID-19 vaccine dose. Additional time may be granted at the Chancellor's (or his designees) discretion.
      - ii. Appointment scheduled during work hours. If an employee's vaccination appointment is scheduled during work hours, the maximum allowed leave time is two hours, as noted above.
      - iii. Examples.

Example 1: Your vaccine appointment is at 3:30. You need to leave at 3:00 to drive to your appointment. You normally get off work at 4:30. You are eligible for  $4:30 - 3:00 = 1.5$  hours of Leave.

Example 2: Your vaccine appointment is at 3:00 p.m., but you have been told you have to be there 15 minutes early, or by 2:45 p.m. You need to leave at 2:15 p.m. to allow 30 minutes to drive to your appointment. You normally get off work at 4:30 p.m. Your appointment ends at 4:00 p.m. You do not drive back to work because you will arrive at 4:30 p.m., which is the time you end your workday. In this example,  $4:30 - 2:15 = 2.25$  hours of work missed, which is greater than the maximum allowed. You are eligible for 2 hours of leave. You may use .25 hours of sick leave for the remaining quarter of an hour of work that was missed.

Example 3: Your vaccine appointment is at 1:30 p.m. You need to leave at 1 pm to drive to your appointment. Your appointment ends at 2:30 p.m. You arrive back to work at 3 p.m.  $3:00 - 1:00 = 2$  hours. You are eligible for 2 hours of leave.
      - iv. Appointments scheduled outside of work hours. If an employee's vaccination appointment is such that attendance at the appointment and time to or from work would result in missing work hours, then the employee may be entitled to leave time.

Example 1: Your workday is scheduled to begin at 8:00 a.m. Your vaccine appointment is at 6:30 a.m. Your appointment concludes at 7:30 a.m. You drive to work and arrive at 8:00 a.m. In this example, you did not miss work, and are not entitled to leave time.

Example 2: Your workday is scheduled to begin at 8:00 a.m. Your vaccine appointment is at 7:30 a.m. Your appointment concludes at 8:30 a.m. You drive to work and arrive at 9 a.m.  $9:00 - 8:00 = 1$  hour missed. You are entitled to 1 hour of leave time.

Example 3: Your vaccine appointment is at 4:45 p.m., but you are supposed to be there by 4:30 p.m. You must leave by 4:00 p.m. to allow for the 30-minute drive time. Your normal workday ends at 4:30 p.m.  $4:30 - 4:00 = .5$  hours of work missed. You are entitled to 30 minutes of leave time.

- b. COVID-19 Vaccination Side Effects. Refer to Administrative Regulations 7.1 and Administrative Regulations 7.2
- c. Payment. Employees on a COVID-19 Vaccine Leave shall be paid their applicable hourly rate for all time on leave.
- d. Proof of vaccination. Proof may be required by the supervisor. A vaccination card is proof that the employee received the vaccine on a certain date. Noncompliance may subject an employee to converting their two hours of sick leave into unpaid absence.

**ADOPTED by Direct Approval of the Chancellor, March 24, 2021**