

7.4 COVID-19 Vaccine Leave Administrative Regulation

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 This regulation expires the day the State of Arizona announces that the COVID-19 public health emergency is no longer in effect.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, including booster shots. This time does not need to be entered into the HCM system. 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. Payment. Employees on a COVID-19 Vaccine Leave shall be paid their applicable hourly rate for all time on leave.
 - c. 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 paid leave into an unpaid absence.
2. COVID-19 Vaccination Side Effects.
- a. An employee who is eligible for COVID-19 Vaccine Emergency Paid Sick Leave may take leave up to two (2) days to recover from side effects following each dose (if multiple are required) or booster of the vaccination to the extent that the employee is unable to work (or telework).
 - b. Time away from work should be covered by the COVID-19 Vaccine Emergency Paid Sick Leave Bank. Effective November 8, 2021, the COVID-19 Vaccine Emergency Paid Sick Leave Bank will only be used for employee vaccinations.
 - c. Payment for the COVID-19 Vaccine Emergency Paid Sick Leave will be through the District's payroll on regular payroll dates.
 - d. The amount of the benefit will be based upon the current salary rate and determined by standard hours/full-time equivalent of the position or on a prorated basis for part-time and temporary employees based on the number of hours that the employee works. In the case of a part-time employee whose schedule varies from week to week to such an extent that MCCCCD is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken emergency paid sick leave, the COVID-19 Vaccine emergency sick leave calculation shall be based on the average number of hours that the employee was scheduled per day over the six month period ending on the date on which the employee takes the emergency paid sick leave, including hours for which the employee took leave of any type. If the employee did not work over the six-month period, the emergency sick leave calculation shall be based on the reasonable expectation of the employee at the time of hire of the average number of hours per day that the employee would normally be scheduled to work.
 - e. Emergency paid sick leave is available to employees for immediate use; there is no waiting period or length of service requirement.
 - f. An employee is not required to use other available paid leave before using the COVID-19 Vaccine Emergency Paid Sick Leave provided in this policy.
 - g. COVID-19 Vaccine Emergency Paid Sick Leave does not carry over from one year to the next.
 - h. Any employee absent from work for the purposes of this policy may be required to provide medical justification for the absence.