



Corrections and Community Supervision

ANDREW M. CUOMO
Governor

ANTHONY J. ANNUCCI
Acting Commissioner

MEMORANDUM

TO: All Superintendents
All Division Heads
All Regional Directors
All Bureau Chiefs

FROM: Kelly Ahearn, Director of Personnel (Sent Via Outlook)

SUBJECT: Paid Leave for COVID-19 Vaccine

DATE: March 17, 2021

Legislation enacted in March 2021 (Chapter 77, Laws of 2021) amended the Civil Service Law to entitle all employees regardless of Attendance Rules coverage to take up to four hours of paid leave for receiving each COVID-19 vaccination.

Employees are entitled to up to 4 hours of paid leave for COVID-19 vaccinations scheduled during the employees' regular work hours for each required dose of the vaccination. Travel time (based on travel to and from the employee's worksite) is included in this four-hour cap and any absence beyond the four-hour caps must be charged to leave credits. In situations where only one (1) dose of the COVID-19 vaccine is required, the employee is only entitled to one (1) period of paid leave up to four hours.

Employees who undergo vaccinations outside their regular work schedules do so on their own time. For example, employees are not granted compensatory time off for vaccinations that occur on pass days or holidays. Additionally, Department of Corrections and Community Supervision (DOCCS) staff administered the vaccine in-house by DOCCS during their scheduled work hours, are not entitled to compensatory time off.

To be eligible for the paid leave of absence, an employee must submit proof that the employee's absence was for the purpose of the COVID-19 vaccination, including the date, time and location of the vaccine appointment(s), within two days of return to duty, for each period of leave requested.

This provision is effective March 12, 2021. Employees who received a vaccination during work hours prior to this date are required to charge leave accruals or be granted a leave without pay.

If you have any questions please contact the Time and Attendance Audit/Training Unit at doccs.sm.centraloffice.personnel.audittraining@doccs.ny.gov or (518) 457-5393.