



NYS COVID Vaccination New Leave Law

We are pleased to let you know that Governor Cuomo signed a new law that allows employees to take up to four hours off from work with pay to get vaccinated for COVID-19. This law is effective March 12, 2021 and applies to public and private employers, including the Research Foundation. Employees may take paid leave of up to four (4) hours per COVID-19 vaccine injection. Not all employees will need the full four hours and will be granted the appropriate amount of leave, not to exceed four hours. This is a separate paid leave category and will not come from existing paid time off accruals. Employees are entitled to this leave for vaccinations scheduled during their regular work hours. Employees who undergo vaccinations outside their regular work schedules do so on their own time.

For employees who use this leave to get the COVID 19 vaccine and use the E-Time Reporting system in Oracle, please record "Non Worked" time with an absence reason of "COVID Vaccine" on your time reporting document.

As with any paid time off, employees should notify their supervisor in advance of the need for this leave. The new leave entitlement is effective March 12, 2021 and will expire on December 31, 2022. Eligible employees who received the vaccine prior to March 12 should use accrued paid time off as appropriate.

Please contact your campus Human Resources Office should you have any questions.