

# DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

## COVID BOOSTER LEAVE

POLICY 3.2.21

### **I. Amount Earned**

- A.** A full-time regular employee will receive eight hours of COVID Booster Leave.
- B.** A part-time regular employee with benefits will receive a prorated amount of COVID Booster Leave. The proration is determined by calculating the part-time hours worked per week, divided by a regular workweek, to arrive at the allowable proportionate time.

Employees are eligible only once for eight hours of COVID Booster Leave, even if they receive multiple booster shots.

### **II. Accepted Uses**

- A.** Eligible employees may use COVID Booster Leave for any purpose.
- B.** The total amount of COVID Booster Leave must be utilized in one work shift.

### **III. Procedures**

- A.** It is the College's intent to allow employees to use the leave at the time requested. However, the supervisor may require that the COVID Booster Leave be taken at a time other than the one requested, based on the needs of the College.
- B.** COVID Booster Leave has no cash value and cannot be converted into retirement credit.
- C.** Employees will not be paid for unused COVID Booster Leave at separation.
- D.** COVID Booster Leave will not transfer to another agency.
- E.** Any unused COVID Booster Leave will be forfeited on March 31, 2023.
- F.** COVID Booster Leave shall not be applied to existing negative leave balances. Additionally, this leave shall not be donated under the Voluntary Shared Leave policy.

**IV. Provide Documentation of the First Booster by August 31, 2022**

To qualify for COVID Booster Leave, eligible employees must submit documentation of having obtained their First Booster. To be eligible, the employee must provide this documentation to the Human Resources Office on or before August 31, 2022. If an employee knowingly provides a false or inauthentic document under this Policy, they may be subject to disciplinary action, up to and including termination. Employees cannot transmit booster records through a system (like email) unless that system is encrypted or otherwise secured with limited access.

**V. Recordkeeping**

The Human Resources Office maintains booster records in a confidential health information file that is maintained in accordance with any applicable State and Federal laws.

It is the responsibility of an employee and their supervisor to ensure that all leave is reported accurately. Leave forms must be completed for the use of COVID Booster Leave. COVID Booster Leave records are maintained and recorded in the Payroll Office as well as by a record keeper in each department. The College shall maintain annual records for COVID Booster Leave earned and taken for each employee. The College shall retain all COVID Booster Leave records of all separated employees for a period of at least five (5) years from the date of separation.

Adopted: June, 2022