

Administrative Leave for COVID-19 Vaccination ...from Human Resources Office

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As COVID-19 vaccinations become increasingly available in our area, it is important to understand the leave flexibilities available to federal employees for COVID-19 vaccination purposes.

Supervisors are authorized to offer leave-eligible employees up to four hours of administrative leave for single-dose COVID-19 vaccinations or up to eight hours of administrative leave to be used to receive a two-dose vaccination. Note, if an employee needs to spend less time getting the vaccine, only the needed amount of administrative leave should be granted.

Supervisors should recognize that some employees may face extenuating circumstances warranting additional administrative leave as appropriate (e.g., they may need to travel long distances to get the vaccine).

Employees may not be credited with administrative leave or overtime for time spent getting a vaccination outside their tour of duty.

Questions on the use of administrative leave for COVID-19 vaccination purposes should be sent to Ken Stewart via Teams or at kastewar@nps.edu.