



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy Guidance for the Authorization of Administrative Leave for COVID-19 Vaccinations of Department of the Navy Employees

Reference: (a) Defense Civilian Personnel Advisory Service Memorandum, Administrative Leave for Coronavirus Disease 2019 Vaccination of Department of Defense Employees dated 19 April 2021

On April 14, 2021, the Department of Defense (DoD) issued the guidance at reference (a), which authorizes use of administrative leave for all DoD employees for the purpose of receiving COVID-19 vaccinations.

Employees who receive COVID-19 vaccinations through DoD, or through private vaccination clinics, shall be granted up to four (4) hours of administrative leave per vaccination event during work hours to receive their vaccinations. The four (4) hours of administrative leave must cover time spent at the vaccination location and time spent traveling to and from the vaccination location. Generally, employees should not require more than two vaccinations and will be granted no more than four hours of administrative leave for each vaccination event. However, employees facing extenuating circumstances may be granted additional administrative leave on a case-by-case basis.

Department of the Navy (DON) employees who receive the vaccine and become ill or experience an adverse reaction shall be granted no more than two (2) days of administrative leave for recovery associated with a single vaccination dose for the time necessary to recover. Commands may retroactively apply the substitution of administrative leave for personal leave taken by employees who were vaccinated prior to the date of the memorandum.

To record time and attendance for COVID-19 vaccination events, DON employees should use both type hour code 'LN' administrative leave code and environmental/hazard/other code 'PF' physical fitness. Non-Appropriated fund employers should code administrative leave for COVID-19 vaccinations in a way that can be easily reported.

All bargaining obligations must be met prior to implementation in accordance with local collective bargaining agreements. Questions regarding this memorandum may be directed to Dr. Daramia Hinton at daramia.hinton1@navy.mil.

Andrew Jones, Ph.D., SES
Director, HR Policy & Programs

SUBJECT: DEPARTMENT OF THE NAVY GUIDANCE FOR AUTHORIZATION OF
ADMINISTRATIVE LEAVE FOR COVID-19 VACCINATIONS

Distribution:

Echelon I and II Commands

Directors of Civilian Human Resources

OCHR Operations Centers

Directors of Human Resources Offices HR Strategic Advisors