

VACCINATION COMP TIME AGREEMENT
FACT SHEET/FAQ'S

- Does the agreement apply to employees who completed the vaccination process on their own time prior to the signing of the agreement?
 - Yes, upon submission of proof.
- What does “on your own time” mean?
 - Outside of work hours.
 - During any period when accrued leave is used (including sick leave).
- If an employee on paid or unpaid administrative leave, or workers compensation, when they are vaccinated, are they entitled to vaccination comp time for completing the vaccination process?
 - Yes, if they are otherwise actively on the payroll and they return to duty during the window period of the agreement (until December 31, 2021), with supporting documentation.
- If an employee is on FMLA when they are vaccinated, are they entitled to vaccination comp time for completing the vaccination process?
 - Yes, upon return from leave, if still within the window period of the agreement (until December 31, 2021).
- Does the agreement apply to non-represented employees and managers?
 - Yes, the agreement has been extended via Item 2775-E to Executives, Managers, and Confidential employees of the Executive Branch, except those who are employed in higher education.
- Does the agreement apply to non-permanent employees?
 - No, the agreement does not apply to employees in a non-permanent status, **except** that it does apply to employees in a permanent position who are serving an initial working test period.
- Are COVID19 vaccinations mandatory?
 - No, unless required pursuant to an existing policy.
- Do employees have to disclose if they have been vaccinated outside of work?
 - No, but if they want to receive up to two (2) hours of comp time, they do need to provide documentation that they have been vaccinated. The agency must enter the correct Time Reporting Code (TRC); this TRC may only be used after the employee has demonstrated that they have been vaccinated.
- What types of vaccination documentation is acceptable?
 - A completed CDC COVID Vaccination card; or
 - A medical document from a health care provider; or
 - If neither of the above are available, the employee may present screen shots of appointment confirmation, along with an attestation from the employee that they received the scheduled vaccination(s).
- Is the Agency responsible for maintaining the documentation provided?
 - The Agency must maintain a record of either (1) having seen the documentation or (2) the actual documentation itself. The documentation must be retained in each employee’s medical file.
- How much comp time is an employee entitled to if they receive the single dose vaccination?
 - One (1) hour.
- How much comp time is an employee entitled to if they receive the two (2) dose vaccination?
 - Two (2) hours.
- What is the Comp Time code for this leave?
 - The following Time Reporting Codes have been created to track the earning, use, and adjustment (if needed) of the compensatory time. Detailed instructions on the use of the codes are forthcoming from DAS.
 - CVCCE – COVID Vaccination Comp Earned
 - CVCU – COVID Vaccination Comp Used
 - CVCAA – COVID Vaccinat Comp Adj-Add
 - CVCAD – COVID Vaccinat Comp Adj-Deduct