

COVID-19 VACCINATION POLICY

I. Purpose

UNIVERSITY continues to support its employees during this pandemic and expects all employees to act in a socially responsible manner to help mitigate the spread of COVID-19. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

II. Scope/Applicability

This policy applies to all employees. It does not apply to vendors or visitors.

III. Policy

UNIVERSITY is not requiring employees to be vaccinated against Covid-19. As the COVID-19 vaccine becomes more widely available, however, UNIVERSITY encourages and supports employees who choose to receive the vaccine.

IV. Vaccine Administration

Employees are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. You may get the vaccine during your regularly scheduled work hours contingent on supervisor approval.

UNIVERSITY employees who need to take time off for COVID-19 vaccinations will be paid for up to two hours for each appointment - up to four hours of total pay. Your supervisor must approve your leave to take the vaccine during working hours to minimize business interruptions.

V. Policy Modification

Because public health guidelines and business and industry best practices regarding COVID19 and COVID-19 vaccines are changing rapidly as new information becomes available, UNIVERSITY reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Responsible Authority: *Office of Human Resources*