

## USG FAQs COVID-19 Vaccine Administrative Day

**Q1: Will University System of Georgia (USG) campuses remain open on September 3, 2021?**

A1: Yes, to maintain campus operations, USG institutions will not close on September 3, 2021. In alignment with the intent of the Governors Vaccination Day for state employees, USG employees may request eight (8) hours of administrative time off between September 1, 2021, to December 31, 2021.

**Q2: Will employees who have already received a COVID-19 vaccination also be allowed administrative leave?**

A2: Yes. All employees are eligible to request eight (8) hours of administrative leave.

**Q3: Must employees utilize the absence to receive a vaccination?**

A3: No. However, the Governor has continued to encourage all Georgia citizens to consult with their medical professional about the impacts of COVID-19 and the safety and effectiveness of the vaccine and to get vaccinated.

**Q4: Will temporary employees be provided administrative leave?**

A4: Yes, all USG employees are eligible and may request the use of leave between September 1, 2021 and December 31, 2021.

**Q5: How should institutions determine the number of hours to provide employees?**

A5: The number of hours available to an employee will be based on their regularly scheduled hours up to a maximum of eight (8) hours and pro-rated for part-time employees.

**Q6: If an employee normally works a 10-hour per day schedule, must the employee utilize two (2) hours of accrued leave when requesting the administrative day off?**

A6: Yes. Employees will be given a maximum of eight (8) hours of leave. If an employee is scheduled to work ten (10) hours, then two (2) hours of work or other leave will be required.

**Q7: If September 1, 2021 is an employee's first or last day of employment should he or she be provided administrative leave?**

A7: An employee is eligible to use this leave at any point during employment between September 1, 2021, and December 31, 2021.

**Q8. Will this leave be available for use after December 31, 2021?**

A8. No. The leave is not available for use after December 31, 2021 nor will it be paid out upon separation from employment.

**Q9: Can an employee already scheduled for paid or unpaid leave now receive administrative leave?**

A9: Yes, an employee may change their leave request and use this leave on September 1<sup>st</sup> – to December 31<sup>st</sup>.

**Q10: Can leave be taken in increments as opposed to the full 8 hours at once?**

A9: Yes. Leave may be taken in increments within the established time frame of September 1<sup>st</sup> December 31<sup>st</sup>

**Q11: Will the leave provided for vaccinations in Executive Order 03.31.21.01 (under which non-temporary employees may request up to eight (8) hours of administrative leave to receive a COVID-19 vaccination and up to sixteen (16) hours for recovery from any negative side effects) continue to be available after September 3<sup>rd</sup>?**

A11: Yes. So long as the COVID-19 Vaccine Leave provided under Executive Order 03.31.21.01 is renewed per executive order, it will continue to be available for request and usage.

**If you have questions or need more information, please contact your HR Office at [hrrservices@westga.edu](mailto:hrrservices@westga.edu).**