

PAYROLL ADMINISTRATION MEMORANDUM

2021 - 2022

NO. 06



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Payroll Administration

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DATE: December 3, 2021
TO: B/C Office Directors (Via Email)
Principals (Via Principals Weekly)
Payroll Secretaries (Via Email)
FROM: Kevin Monrose
SUBJECT: New Absence Codes for COVID-19 Vaccine Excused Leave

As a part of the continued effort by the City of New York to reduce the spread of COVID-19, employees will be allowed non-chargeable time off during work hours for travel to the administration site and for receipt of the COVID-19 booster vaccine. The policy allows the employee to be absent for up to four hours. .

In addition, effective November 4th, 2021, each employee may take up to four hours of excused leave for travel during scheduled work hours to accompany a child or children to receive each required administration of the COVID-19 vaccine. .

To the extent practical, in all instances noted above, the employee who plans to use this excused time should notify their school/office supervisor at least three work days before the administration of each vaccine so as to ensure that there is coverage as necessary. The employee must provide documentation of the scheduled vaccination at the time he or she notifies the supervisor of the need for excused leave, and provide documentation of the receipt of each required vaccination, including the date and time of administration, signed by the provider or the provider's agent. An employee with more than one eligible child should make every effort to schedule the vaccination appointments for all eligible children at the same time. In all instances, any time utilized beyond the four hour period will be charged against the employee's sick leave.

Please note: this policy does NOT apply to Substitute Paraprofessionals or any other Per Diem substitute titles.

Please use the following timekeeping event codes to record the absence for the administration of the **COVID-19 booster vaccine**:

- Cyber Shift – CVB
- EIS:
 - 43VCB – 10 Month employees, Education Administrators, 12 Month Assistant Principals, Principals
 - 53VCB – Paraprofessionals, UFT Education Paraprofessionals
 - 63VCB – All Full Time E – Bank Titles

Please use the following timekeeping event codes to record the absences for the administration of the **first COVID-19 vaccine to a child or children**:

- Cyber Shift – CV1
- EIS:
 - 4VCH1 – 10 Month employees, Education Administrators, 12 Month Assistant Principals, Principals
 - 5VCH1 – Paraprofessionals, UFT Education Paraprofessionals
 - 6VCH1 – All Full Time E – Bank Titles

Please use the following timekeeping codes to record the absences for the administration of the **second COVID-19 vaccine to a child or children:**

- Cyber Shift – CV2
- EIS:
 - 4VCH2 – 10 Month employees, Education Administrators, 12 Month Assistant Principals, Principals
 - 5VCH2 – Paraprofessionals, UFT Education Paraprofessionals
 - 6VCH2 – All Full Time E – Bank Titles

For answers to questions regarding this policy, please contact COVIDtimekeeping@schools.nyc.gov

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