



PAYROLL ADMINISTRATION MEMORANDUM

2020 - 2021

NO. 11 AMENDMENT #2



Kevin Monrose
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Payroll Administration

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DATE: May 13, 2021
TO: B/C Office Directors (Via Email)
Principals (Via Principals Weekly)
Payroll Secretaries (Via Email)
FROM: Kevin Monrose
SUBJECT: Absence Codes for COVID-19 Vaccine Excused Leave

As a part of the 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 vaccine. The policy allows for up to two administrations of the vaccine and employees can be absent for up to four hours in each instance. To the extent practical, 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. 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 **first** administration of the vaccine:

- Cyber Shift – VC1
- EIS:
 - 43VC1 – 10 Month employees, Education Administrators, 12 Month Assistant Principals, Principals
 - 53VC1 – Paraprofessionals, UFT Education Paraprofessionals
 - 63VC1 – All Full Time E – Bank Titles

Please use the following timekeeping event codes to record the absences for the **second** administration of the vaccine:

- Cyber Shift – VC2
- EIS:
 - 43VC2 – 10 Month employees, Education Administrators, 12 Month Assistant Principals, Principals
 - 53VC2 – Paraprofessionals, UFT Education Paraprofessionals
 - 63VC2 – All Full Time E – Bank Titles

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

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