



EAST ISLIP PUBLIC LIBRARY

To: All Staff

March 22, 2021

From: Guy Edwards, Library Director

Re: COVID-19 Vaccination Leave

A new law signed by Governor Cuomo on March 12 entitles employees up to four hours of paid leave per COVID-19 vaccine injection. The law is effective immediately, and is set to expire on December 31, 2022. It entitles all employees to take up to four hours of paid leave, without charge to leave credits, per COVID-19 vaccine injection. Travel time is included in the four-hour cap. Absence beyond the four hours must be charged to leave credits. The leave is not cumulative and expires at the close of business of the last day of each fiscal year.

Please fill out the "Request for Leave" form, placing "COVID-19 Vaccination" under the leave category once your appointment has been scheduled. To properly document this absence, please complete the information below, including a copy of the *CDMS Registration Ticket* from the NYS Department of Health, that includes the appointment date and time, and return all forms completed to the Business Office. Thank you!

COVID-19 VACCINATION LEAVE FORM

Employee Section:

I, _____ verify that on _____, _____ at
(Print name) (month day year)

_____, I will receive a COVID-19 vaccination.
(Location)

Employee Signature

Date