

# Human Resource Policy Manual (HRPM)

## Policy Bulletin #124

### Time Used for Obtaining a COVID-19 Vaccination

This policy bulletin applies to non-bargaining unit employees/positions and bargaining unit employees/positions. It does not apply to bargaining unit employees/positions where the applicable collective bargaining agreement contains conflicting provisions or the Agency has not met its bargaining obligation.

**Policy bulletin effective date:** 09/09/2021. This policy bulletin will remain in effect until canceled by the Office of Human Resource Management.

**This version effective:** 07/19/2024

**Background information:** This version replaces Policy Bulletin #124, Time Used for Obtaining a COVID-19 Vaccination, dated September 1, 2022. Revisions made were to align with the Executive Order (E.O.) signed on April 12, 2024, that revoked previous COVID-19-related E.O.s. The Office of Management and Budget issued Memorandum M-24-12 that provides guidance to Agencies regarding the revocation. The Office of Personnel Management issued a memorandum on April 12, 2024, providing guidance concerning leave policies related to COVID-19 vaccinations and boosters for Federal employees.

Revisions made were to:

- (1) Update paragraph 1 to remove the eligibility of administrative leave for vaccination of family members and the post-vaccine recovery period;
- (2) Remove the definition of a "family member" from paragraph 3;
- (3) Revise paragraph 4 to include reference to both vaccinations and booster shots and delete paragraph 5, Employee Booster Shots;
- (4) Delete paragraph 6 guidance regarding post-vaccination recovery;
- (5) Remove information concerning an employee accompanying a family member to obtain a vaccination in paragraph 7; and
- (6) Delete the requirements in paragraph 8 regarding certain employees with a medical certificate or medical clearance.

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1. Purpose
  2. Scope
  3. Definition
  4. Excused Absence for Vaccinations and Booster Shots
  5. Point of Contact

**1. Purpose.** This policy bulletin provides guidance on the time used by employees to obtain COVID-19 vaccinations or boosters.

**2. Scope.** This policy bulletin applies to all FAA employees.

**3. Definition.**

- a. Up to Date with COVID-19 Vaccinations.** A person is considered [up to date with](#) COVID-19 vaccines

when they have received all doses in the primary series and all boosters recommended by the vaccine manufacturer and the Centers for Disease Control and Prevention (CDC), when eligible.

**4. Excused Absence for Vaccinations and Booster Shots.** Managers may grant an employee excused absence for a COVID-19 vaccination or booster shot appointment scheduled during the employee’s regularly scheduled tour of duty.

**a. Amount of Hours Authorized.** An employee may receive up to four (4) hours of excused absence for each dose, if applicable, of the COVID-19 vaccine, including travel time to and from the vaccination site to receive the vaccination and the required wait time.

**b. Proof of Vaccination or Booster Shot.** The employee must present proof of vaccination or booster shot for each dose to be eligible for excused absence. Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation. The proof of vaccination documentation **must** contain the following required data points:

- (1) Type of vaccine or booster administered;
- (2) Date(s) of administration; and
- (3) Name of the health care professional(s) or clinic site(s) administering the vaccine or booster shot.

The employee must present documentation to support the time for the COVID-19 vaccination or booster shot with their initial request for absence, but not later than five (5) business days following the date of vaccination.

**Note:** The manager must **not** retain a copy of the employee’s proof of vaccination or booster shot but should document verification of the proof of vaccination or booster shot.

**c. Recording time used as excused absence:** The employee must record the time used as excused absence (up to four (4) hours for each appointment, if applicable) in the time and attendance system, using the following codes:

- (1) Time Not Worked Code – 061 – Administrative Leave – Weather and Safety, including the appropriate start and stop times; and
- (2) Labor Distribution Reporting (LDR) codes for Administrative Leave, Project Code – 12XXFALEAVE, and Task Code – LEA001 – Use of Other Time Not Worked.

**Note:** Managers may approve requests to schedule excused absence to obtain a vaccination or booster based on staffing and workload requirements. Employees must work with their manager to schedule time off related to vaccination.

**5. Point of Contact.** For more information on this policy bulletin, please contact your assigned [Labor and Employee Relations, Headquarters, or Regional](#) office.

**Revision History Log**

Date	Revision
09/1/2022	This version replaced Policy Bulletin #124, Time Used for Obtaining a COVID-19 Vaccination, dated January 21, 2022. Revisions made were to align with directives issued by the Safer Federal Workforce Task Force on August 31, 2022, based on the recent Centers for Disease Control and Prevention updated guidance:

	<p>(1) Updated definition of “Fully Vaccinated” to “Up to Date with COVID-19 Vaccinations” in subparagraph 3b;</p> <p>(2) Removed reference to vaccination attestation in subparagraph 4b;</p> <p>(3) Clarified and revised paragraph 7 to remove the number of booster doses; and</p> <p>(4) Updated paragraph 8 to allow for managers to consider staffing and workload.</p>
01/21/2022	<p>On January 24, 2022, the SSafer Federal Workforce Task Force issued guidance to ensure compliance with the January 21, 2022, Federal court injunction, which imposed a moratorium on <a href="#">Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees</a>. To align with the injunction and new guidance, this revision rescinded the use of duty time for COVID-19 vaccination and authorized the use of excused absence for that purpose. The FAA is committed to addressing essential work requirements consistent with best public health practices; therefore, this policy bulletin provided guidance on the time used for employees to obtain COVID-19 vaccination(s), to include post-vaccination recovery, and to accompany family members who are receiving the vaccination(s).</p> <p>In addition, this revision removed the reference to <a href="#">Policy Bulletin #123, Emergency Paid Leave (EPL) under the American Rescue Plan Act (ARPA)</a>. The provision was only available for retroactive use.</p>
09/09/2021	<p>On September 9, 2021, President Biden issued <a href="#">Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees</a>, which required Federal employees to be fully vaccinated against the coronavirus by November 22, 2021. The FAA is committed to addressing essential work requirements consistent with best public health practices; therefore, this policy bulletin provided guidance on the time used for employees to obtain COVID-19 vaccination(s), to include post-vaccination recovery, and to accompany family members who are receiving the vaccination(s). This policy bulletin cancels Policy Bulletin #122, Excused Absence for COVID-19 Vaccinations.</p>