

Use of Duty Time for Vaccine Requirement Instead of Administrative Leave

This message is intended for all DOL Federal employees.

Dear Colleagues:

Pursuant to the Executive Order issued by the President on September 9, 2021, that required the COVID-19 vaccine for Federal employees, agencies must allow employees to receive the required COVID-19 vaccination dose(s) while on duty time, the time period between when an employee begins and ends their workday, instead of through the use of administrative leave as previously authorized.

Similar to the use of administrative leave, an employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine).

Employees may continue to be granted up to two workdays of administrative leave immediately following each dose if they have an adverse reaction to the COVID-19 vaccination that prevents them from working (e.g., no more than 2 workdays for reactions associated with a single dose). If an employee needs more than two workdays to recover from an adverse reaction, they may use Emergency Paid Leave under the American Rescue Plan Act that is currently available through September 30, 2021, or they may take other appropriate leave (e.g. sick leave) to cover any additional absence.

It is important to note that the previously issued guidance on the use of administrative leave for employees to accompany a family member to receive COVID-19 vaccinations still applies. This would not be considered duty time.

The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine:

1. Employees must obtain supervisory approval in advance before using duty time to receive a dose of the vaccine. In most circumstances, an employee's self-certification of the vaccine appointment is acceptable. Supervisors should consult with their Employee Relations office if they have concerns.
2. Requests for the use of duty time to receive a dose of the vaccine must be made by email and must include the date/hours within the regularly scheduled workday for which the duty time is being requested and the site where the employee will receive the vaccination.
3. If due to unforeseen circumstances the employee is unable to obtain the vaccine during basic tour of duty hours, the normal overtime procedures and hours of work rules apply, which require employees to obtain advance supervisory approval before claiming overtime.
4. Employees must use transaction code "01-Regular Base Pay" to record the duty time used to receive the vaccine dose in WebTA. The purpose for which the duty time is used must also be recorded in the employee's daily time and attendance record using the following instructions:
 - a. Double click on either the "Time-In" or "Time-Out" entry on the day code "01-Regular Base Pay" is recorded.

- b. A remarks row will be added in the "Remarks" tab specifically for the duty time used on that day.
 - c. In the "Daily Remark" section, enter "COVID-19 Vaccine Dose".
5. Reasonable transportation costs that are incurred as a result of obtaining the vaccine from a site pre-approved by the agency should be handled the same way that local travel or temporary duty (TDY) cost reimbursement is handled under normal travel policy and procedures.
 6. In accordance with OPM rules, employees may amend timesheets to replace previously used annual, sick, or administrative leave taken for this purpose with duty time retroactive to September 9, 2021, subject to the same limits, timekeeping requirements, and documentation requirements. Administrative leave used for vaccination purposes prior to September 9 should remain in place.
 7. This DOL authority remains in effect until modified or canceled by the Department.

To find COVID-19 vaccines near you, search vaccines.gov, text your zip code to 438829, or call 1-800-232-0233. Questions regarding this policy may be sent to [REDACTED]

Sydney T. Rose | Chief Human Capital Officer
Office of the Assistant Secretary for Administration and Management U.S. Department of Labor | www.dol.gov
200 Constitution Avenue, N.W. Suite C5526
Washington, D.C. 20210

Questions? [View the LaborNet page](#) or email us at [REDACTED]

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