



COVID Vaccination Leave Form

Governor Cuomo signed legislation on March 12, 2021 to provide employees **up to 4** hours excused time to obtain the COVID-19 vaccine (including travel time). If you are receiving a vaccine that requires two doses, you will receive excused time for each appointment. Please note that excused time is only provided from March 12, 2021 going forward. **You are required to submit this form to your supervisor or manager once you have your vaccination appointment so they can plan accordingly for your absence.** Proof of your vaccination appointment must be included with this form. Once you receive your vaccination please submit proof to Human Resources.

To be completed by the employee:

Employee name: _____ Employee ID #: _____

Department: _____

Date of Vaccination: _____

Time expected to be absent from work: _____ TO _____

A copy of the vaccination appointment confirmation must be included with this request. Employees will be required to provide a copy of proof of vaccination to HR upon return to work.

Employee Signature

Date

Approved: _____
Signature of Supervisor/Manager

Date

Approved forms should be submitted to Human Resources

Reviewed and Approved: _____ by Human Resources