

Bulletin



Paid Administrative Leave for Adverse Reaction to COVID-19 Vaccination

General Manager

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PAID ADMINISTRATIVE LEAVE FOR ADVERSE REACTION TO COVID-19 VACCINATION

A Message from the General Manager and Chief Engineer

Date: February 25, 2021

Public health experts have determined that the COVID-19 vaccine is safe and will protect you against the virus. Injection of the vaccine prompts your body to build an immune response which may cause mild side effects such as headache, body ache, fever and chills. These side effects usually subside within 24 hours after onset and, while typically mild, they may affect your ability to perform daily activities.

In support of the Department's goal to protect the workforce, employees are encouraged to get vaccinated when presented with the opportunity. Employees who experience side effects from the vaccine that impair their ability to perform their job may be offered one day of Paid Administrative Leave (PAL 1) as follows:

- Employees unable to do their job due to adverse reactions after receiving COVID-19 vaccine should inform their supervisor and contact the Resource Office (RO) to discuss the case and receive the proper recommendation.
- RO staff will provide a recommendation and log the case.
- No PAL memo is required to be completed.
- No proof of vaccination is required, but employees may be asked for some details by the RO staff such as dates vaccine was received and the type.
- RO will contact the employee's supervisor, recommend a PAL 1 and provide return to work instructions. If the employee continues to experience symptoms after the first day and cannot report to work, they may use sick or other compensated time and should seek the advice of their physician.

Even as employees begin to receive the vaccine, it is critical that we continue to follow safety protocols: wear a face covering, wash your hands frequently, and maintain physical distance (six feet) from those who do not live with you.



MARTIN L. ADAMS
General Manager and Chief Engineer