

COVID-19 Vaccination Leave Frequently Asked Questions

1. What if more than three (3) consecutive hours is required due to unforeseen delays at vaccination clinics?

The legislation allows for greater than three (3) hours of leave if the University is satisfied that the circumstances warrant it.

2. Can I require proof of vaccination?

While the legislation allows Employers to request “reasonably sufficient proof” of entitlement to the leave, the University is not requiring proof of appointment as a matter of course. If there is reason to suspect abuse of this entitlement, managers should contact their HR Partner to discuss.

3. Can I deny the request for COVID-19 Vaccination Leave based on operational impact?

No, managers cannot deny requests for COVID-19 Vaccination Leave. While we kindly request that Faculty and Staff be mindful of the impact on their work schedule and operations when making appointments, it must also be recognized that flexibility in appointment time may be limited. Having staff vaccinated is the best way to return to normal University operations as quickly as possible and, as such, requests for COVID-19 Vaccination Leave should be supported and accommodated.

4. Are hourly employees eligible for this leave?

Yes, this leave applies to all Faculty and Staff regardless of FTE or appointment type.

5. Do my employees need to code anything in their timesheet when they take this leave?

Salaried (Full Time, Part Time) staff do not need to code anything in their timesheet. Hourly staff will need to code their regular timesheet code to ensure they are paid for these hours.

6. Are employees entitled to use the COVID-19 Vaccination Leave to accompany their child to get vaccinated?

No, this entitlement is intended for employees only, however, consistent with the goal of curbing the impact of COVID-19 on our community and facilitating a return to normal operations as quickly as possible, managers must be flexible and exhaust all options to facilitate the vaccination of immediate family members under the age of 16 including, but not limited to flexing or adjusting schedules as necessary.

7. Should employees code medical appointment time when accompanying their child to get vaccinated?

No, this entitlement is intended for employees only, however, consistent with the goal of curbing the impact of COVID-19 on our community and facilitating a return to normal operations as quickly as possible, managers must be flexible and exhaust all options to facilitate the vaccination of immediate family members under the age of 16 including, but not limited to flexing or adjusting schedules as necessary.

8. Should employees code family illness leave to accompany their child to get vaccinated?

No, this entitlement is intended for employees only, however, consistent with the goal of curbing the impact of COVID-19 on our community and facilitating a return to normal operations as quickly as possible, managers must be flexible and exhaust all options to facilitate the vaccination of immediate family members under the age of 16 including, but not limited to flexing or adjusting schedules as necessary.