

Use of Administrative Leave to Accompany a Family Member Receiving a COVID-19 Vaccination

This message is intended for all DOL employees

Dear Colleagues:

Under President Biden's direction that the Federal Government should work aggressively to maximize the number of people receiving the COVID-19 vaccination, the Administration has determined that effective July 29, 2021, agencies may grant administrative leave to Federal employees who accompany a family member who is receiving a COVID-19 vaccination. This complements DOL's existing policy of granting administrative leave for employees to receive COVID-19 vaccinations. For this purpose, a "family member" is an individual who meets the definition of that term in the Office of Personnel Management's (OPM) leave regulations (5 CFR 630.201) and includes the following:

- Spouse, and parents thereof;
- Sons, and daughters, and spouses thereof;
- Parents, and spouses thereof;
- Brothers and sisters, and spouses thereof;
- Grandparents and grandchildren, and spouses thereof;
- Domestic partner and parents thereof, including domestic partners of an individual listed in items 2) through 5) above; and
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Under this policy, a DOL employee may receive up to four hours of administrative leave during their tour of duty, per dose, to accompany a family member who is receiving the vaccine - not to exceed a maximum of eight hours for a family member receiving two doses. This time includes travel to and from the family member's vaccination appointment(s). If the employee's family member spends less time getting the vaccine, only the needed amount of administrative leave will be granted. Time needed in excess of four hours to assist a family member with obtaining the COVID-19 vaccination may be granted at the employee's request as annual leave, sick leave, or other forms of paid or non-paid leave. Additional administrative leave may not be granted to care for a family member who experiences side effects from the COVID-19 vaccine or to take a family member to get tested for COVID-19. In these instances, employees are encouraged to utilize other available paid or non-paid leave options and/or DOL's flexible schedule options to cover their absence from work as appropriate.

In addition, the following procedures apply for requesting and granting administrative leave to accompany a family member to receive the COVID-19 vaccine:

1. Employees must obtain supervisory approval in advance before using administrative leave for COVID-19 vaccination purposes.
2. Requests for the use of administrative leave to accompany a family member who is receiving the COVID-19 vaccine must be made by email and must include the family member's name, relationship to the employee (using the categories listed above), and the date/hours within the regularly scheduled workday for which administrative leave is being requested.
3. An employee's self-certification of the relationship and COVID-19 vaccination appointment(s) is acceptable. There is no requirement for an employee to provide any medical or genetic information about their family member to supervisors.
4. Employees on approved administrative leave are not provided travel reimbursement, and employees may not be credited with administrative leave or overtime work for time spent outside their tour of duty helping a family member get vaccinated.
5. Employees must use transaction code "66-Administrative Leave – Agency Directed" to record the administrative leave in WebTA. The purpose for which the administrative leave is used – specifically referenced as "COVID-19 vaccination for family member" – 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 "66-Administrative Leave - Agency Directed" is recorded.
 - b. A remarks row will be added in the "Remarks" tab specifically for the administrative leave used on that day.
 - c. In the "Daily Remark" section, enter "COVID-19 vaccination for family member."
6. This DOL authority was made effective as of July 29, 2021, and remains in effect until modified or canceled by the Department.
7. In accordance with OPM rules, employees may amend timesheets to replace previously used annual or sick leave taken for this purpose, with administrative leave **retroactive to July 29, 2021**, subject to the same limits, timekeeping requirements, and documentation requirements.

To find a vaccine for yourself or a family member, search [vaccines.gov](https://www.vaccines.gov); text your zip code to 438829 or call 1-800-232-0233. Questions regarding this policy may be sent to [REDACTED]

Sincerely,

Sydney T. Rose | Chief Human Capital Officer

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