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Vaccination Incentive Policy

The Town encourages all employees to receive a COVID-19 vaccination. Vaccination is a vital tool to reduce COVID-19 cases, the severity of infections, and ultimately helps keep our workforce safe. In an effort to encourage employees to become vaccinated, the Town is offering vacation time for those that choose to receive the vaccine in accordance with the table below:

Vaccine Dose	Definition	Vacation Leave
Initial Series	2 shots of Pfizer/Moderna OR 1 shot of J&J	4 hours
Booster	1 shot of Pfizer/Moderna/J&J	4 hours

The CDC recommends that individuals wait at least 6 months after completing the initial series for Pfizer/Moderna and at least 2 months after receiving the Johnson & Johnson vaccine before receiving a booster. The total number of eligible vacation hours for vaccinations is capped at 8 hours per individual.

To be eligible to receive vacation hours, please present proof of your vaccination to Human Resources (email or hard copy). Acceptable proof of vaccination includes the following:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system;
or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

*Note – the COVID-19 pandemic is an evolving situation and this policy and guidance may change at any time.