

Human Resource Policy Manual (HRPM)

Policy Bulletin #124

Time Used for Obtaining a COVID-19 Vaccination

This policy bulletin applies to: (1) non-bargaining unit employees/positions (2) bargaining unit employees/positions, except where the applicable collective bargaining agreement contains conflicting provisions or the subject has not been negotiated.

Policy bulletin effective date: 09/09/2021. This policy bulletin will remain in effect until canceled by the Office of Human Resource Management.

Background information: On September 9, 2021, President Biden issued [Executive Order \(EO\) 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#), which requires Federal employees to be **fully vaccinated** against the coronavirus by November 22, 2021. The Federal Aviation Administration (FAA) is committed to addressing essential work requirements consistent with best public health practices, therefore this Policy Bulletin (PB) provides guidance on the time used for employees to obtain COVID-19 vaccination(s), to include post-vaccination recovery, and to accompany family members who are receiving the vaccination(s).

This policy bulletin cancels:

- PB #122, Excused Absence for COVID-19 Vaccinations.

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1. Purpose. This policy bulletin provides guidance on the time used by employees to obtain COVID-19 vaccination(s), to include post-vaccination recovery, and to accompany family members who are receiving the vaccination(s), as prescribed in [LWS-8.8, Excused Absence, paragraph 6c\(2\) – FAA Sanctioned Wellness/Fitness Program Participation](#).

2. Scope. This policy bulletin applies to all Federal Aviation Administration (FAA) employees.

3. Definitions.

a. Family Member. Spouse and parents thereof; children, including adopted children, and spouses thereof; parents, brothers, sisters, and spouses thereof; and any individual who is related by blood or affinity; and whose close association with an employee is the equivalent of a family relationship.

b. Fully Vaccinated. A person is considered fully vaccinated two weeks after receiving the last required dose of vaccine. Specifically,

(1) Two weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines; or

(2) Two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

4. Vaccination Requirement. Per [Executive Order \(EO\) 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#), all FAA employees must be fully vaccinated by November 22, 2021.

a. Duty Time Allowances. Due to the vaccine mandate requirement, the FAA will allow employees to receive required COVID-19 vaccination doses during duty time. In most circumstances, employees may take up to four (4) hours to travel to the vaccination site, obtain a vaccination dose, and return to work—for example, up to eight (8) hours total of duty time for employees receiving two doses. If an employee needs to spend less time getting the vaccine, managers will grant only the needed amount of duty time.

Employees taking longer than four (4) hours must document the reasons for the additional time (e.g., to travel long distances to get the vaccine). If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours, the normal overtime hours of work rules apply (see [PRE-3.1, Overtime and Compensatory Time for FLSA Exempt Employees](#) and [PRE-3.2, Overtime and Compensatory Time for FLSA Nonexempt Employees](#)).

Reasonable transportation costs incurred due to obtaining the vaccine from a site preapproved by the manager will be handled the same way as local travel or temporary duty (TDY) cost reimbursement is handled based on the [FAA Travel Policy](#) and the [Federal Travel Regulation](#).

b. Proof of Vaccination. To be eligible for duty time, the employee must present proof of vaccination for each dose. Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation. The proof of vaccination documentation **must** contain the following required data points:

- (1) Type of vaccine administered,
- (2) Date(s) of administration, and
- (3) Name of the health care professional(s) or clinic site(s) administering the vaccine(s).

The employee must present documentation to support the time for the COVID-19 vaccination with his/her initial request for absence, but not later than five (5) business days following the date of vaccination.

Note: The manager must **not** retain a copy of the employee's proof of vaccination, but should document verification of the proof of vaccination. Any requirement to retain/upload proof of an employee's vaccination will be addressed as part of the attestation process (<https://attest.faa.gov>).

5. Employee Booster Shots. Managers may grant an employee excused absence to receive a COVID-19 booster shot. An employee may receive up to four (4) hours of excused absence per booster. In most circumstances, employees may take up to four (4) hours to travel to the vaccination site, obtain the COVID-19 booster, and return to work. If an employee spends less time receiving the COVID-19 booster, managers will only grant the needed amount of excused absence. The employee must present proof of the COVID-19 booster as outlined in paragraph 4b. The employee must record the time used as excused absence as outlined in paragraph 7b.

6. Post-Vaccination Recovery. Employees may receive up to two (2) workdays of excused absence if they have an adverse reaction immediately following a COVID-19 vaccination/booster dose that prevents them from working. This period may be accounted for during an employee's regular day(s) off or excused absence and satisfies the 48-hour Do Not Fly period described in paragraph 9. If an employee requests more than two (2) workdays to recover, the employee may request emergency paid leave (EPL) under the American Rescue Plan Act for post-vaccination recovery (see [Policy Bulletin #123, Emergency Paid Leave under the American Rescue Plan Act \(ARPA\)](#)). If EPL is no longer available, employees may use other appropriate leave (e.g., sick leave). This provision applies to covered vaccinations received on or after July 29, 2021.

7. Family Member Vaccination Dose(s). Employees may request and will receive excused absence to

accompany a family member who is getting a COVID-19 vaccination. Employees may receive up to four (4) hours of excused absence per dose, per family member—for a potential maximum total of twelve (12) hours of excused absence for each family member receiving three doses (two initial and one booster). If an employee spends less time accompanying a family member who is receiving the COVID-19 vaccine, managers will only grant the needed amount of excused absence. This provision applies to covered vaccinations received on or after July 29, 2021. Employees will not receive excused absence for the care of a family member who experiences an adverse reaction, but can use other applicable leave if the absence is required to care for an eligible family member.

a. Proof of Vaccination. Employees must provide an appointment email, text communication, or other documentation as proof for accompanying a family member.

Note: The manager must **not** retain a copy of the employee's proof of vaccination, but should document verification of the proof of vaccination.

b. Recording excused absence: The employee must record the time used as excused absence (up to four (4) hours for each appointment, if applicable) in the time and attendance system, using the following codes:

(1) Time Not Worked Code – 061 – Administrative Leave – Weather and Safety, including the appropriate start and stop times; and

(2) Labor Distribution Reporting (LDR) codes for Administrative Leave, Project Code – 12XXFALEAVE, and Task Code – LEA001 – Use of Other Time Not Worked.

8. Employee Requests for Vaccination/Booster Time. An employee must request time in advance of the employee's/family member's vaccination/booster appointment, providing as much notice to his/her manager as practicable. The employee's request must include the date and hours (within the employee's regularly scheduled tour of duty) for the vaccination/booster appointment.

Note: Managers may approve requests based on staffing and workload requirements. However, managers should exercise flexibility when granting time for this purpose. The employee may not have discretion or control when scheduling (i.e., date and time) his/her appointment(s) for the COVID-19 vaccination/booster. Managers should also keep in mind that the employee may return for a second dose and/or additional dose/booster depending on the vaccine, as prescribed by the vaccine manufacturer and the Centers for Disease Control, and should plan accordingly.

9. Requirements for Certain Employees with a Medical Certification or Medical Clearance. To maintain the highest level of safety in the National Airspace System (NAS), the FAA requires aviation professionals with medical certifications or medical clearances to observe a 48-hour "Do Not Fly"/do not perform safety-sensitive duties interval (or as otherwise prescribed by the Office of Aerospace Medicine) after each dose of the COVID-19 vaccine. This period may be accounted for during an employee's regular day(s) off or excused absence. An employee with a medical certification or medical clearance may resume these duties after observing the 48-hour period, provided he/she feels well enough to perform the safety-sensitive aviation duties. If not, the employee may request sick leave, and/or any paid leave or paid time off, as applicable.

10. Point of Contact. For more information on this policy bulletin, please contact your assigned [Labor and Employee Relations, Headquarters or Regional](#) office.