March 18, 2021

To SUNY Poly Faculty and Staff:

On Friday, March 12, 2021, Governor Cuomo signed a new law that allows employees to take up to four hours off from work with pay to get vaccinated for COVID-19. This law is effective immediately and applies to public and private employers. Employees may take paid leave of up to four (4) hours per COVID-19 vaccine injection. This is a separate leave category and should not come from existing paid time off accruals.

Should you require time during your normal work hours to receive the vaccine, you may choose to use the new non-chargeable leave reason, which is now available in the Time and Attendance System. Go to Non-Chargeable Type, and in the drop-down menu, select "COVID-19 Vaccination" at the bottom of the list. The System will allow for two non-chargeable times of up to four hours each should you need this time for receiving up to two doses. This leave is for the employee's own vaccination and does not apply to taking family members or others to get vaccinated.

As with any paid time off, employees should notify their supervisor of the need for this leave. The new leave entitlement is effective March 12, 2021 and will expire on December 31, 2022. The law prohibits employers from discriminating or retaliating against any employee for requesting or using this leave.

Please send any questions to payroll@sunypoly.edu.

Sincerely,

The Office of Human Resources