

LONGWOOD CENTRAL SCHOOL DISTRICT HUMAN RESOURCES BULLETIN

March 17, 2021

TO ALL EMPLOYEES

PAID LEAVE FOR COVID-19 VACCINE (Effective March 15, 2021-December 31, 2022)

The Governor signed legislation granting employees time off to receive the COVID-19 vaccine.

Under this new law, public and private employees will be granted up to 4-hours of excused leave per dose that will not be charged against any other leave the employee has earned or accrued. This legislation takes effect immediately.

Employees shall inform their supervisor of their pending appointment and provide pertinent information regarding their appointment.

Please complete the following information listed below and attach a copy of your COVID-19 Vaccination Record Card issued at the time of your vaccination

Name: _____

Empl. ID: _____

Building: _____

Position: _____

Date of Vaccination: _____

(Attach a copy of your vaccination card. Adjustments in time taken will not be granted until all supporting documentation is received.)

Please return completed form and documentation to Attendance: Lillian Hallstein, HR