

COVID-19 Vaccine Booster Leave Frequently Asked Questions

IMPORTANT: These FAQs are intended for guidance only and limited to the information available at the time written and will be updated as new information becomes available.

REMINDER: In order to receive COVID-19 Vaccine Booster Leave, an employee will need to receive an initial or second COVID-19 vaccine booster by December 31, 2022. Final paperwork for COVID-19 Vaccine Booster Leave is due by January 10, 2023, for State regular and temporary employees, and by January 3, 2023, for contractual employees.

1) What is COVID-19 Vaccine Booster Leave?

Employees who are eligible to receive an initial COVID-19 vaccine booster will be eligible for two (2) hours of COVID-19 Vaccine Booster Leave to obtain an initial booster. Employees who are eligible to receive a second COVID-19 vaccine booster will be eligible for an additional two (2) hours of COVID-19 Vaccine Booster Leave to obtain a second booster.

2) Who is eligible for a COVID-19 vaccine booster?

Fully vaccinated SPMS and MDOT State regular, temporary, and contractual employees may be eligible for a COVID-19 vaccine booster. Please follow CDC guidelines in determining whether you are eligible for an initial or second COVID-19 Vaccine Booster shot. https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html?s_cid=11706:cdc%20covid%20booster%20dose;sem.ga:p:RG:GM:gen:PTN:FY22

3) How do I request COVID-19 Vaccine Booster Leave?

To receive COVID-19 Vaccine Booster Leave, employees must provide Human Resources (HR) the following:

- (1) Proof of full vaccination;
- (2) Proof of receipt of their initial and/or second COVID-19 vaccine booster; and
- (3) Written request via the *COVID-19 Vaccine Booster Leave Request Form* provided on the Department of Budget and Management's (DBM) website:
www.dbm.maryland.gov/employees/Pages/COVID19.aspx

4) How will I receive COVID-19 Vaccine Booster Leave?

Once the required documentation (listed in FAQ #3) is provided to HR, 2 hours of COVID-19 Vaccine Booster Leave will appear as 2 hours of Paid Administrative Leave in an employee's available leave balance for SPMS State regular employees for each booster received, up to a maximum of 4 hours of leave. For SPMS temporary and

contractual employees, the leave will appear as COVID-19 Booster Time Off in an employee's leave balance.

5) Does it matter if I received the COVID-19 vaccine booster during or outside of work hours?

No. Employees who receive an initial or second COVID-19 vaccine booster will receive 2 hours of COVID-19 Vaccine Booster Leave for each booster, up to a maximum of 4 hours, regardless of whether the vaccine was received during or outside of work hours.

6) What if I already turned in my proof of full vaccination to HR in order to receive the \$100 Vaccine Incentive Payment, do I need to submit my full vaccination record again?

No. If you have already submitted proof of full vaccination to receive the \$100 vaccine incentive payment, you only need to provide proof of receipt of your initial and/or second COVID-19 vaccine booster along with the request form.

7) What if I already turned in proof of full vaccination to HR in order to receive COVID-19 Vaccine Booster Leave for my initial booster, do I need to submit my full vaccination record again for the second booster?

No. If you have already submitted proof of full vaccination to receive COVID-19 Vaccine Booster Leave for the initial booster, you only need to provide proof of receipt of your second COVID-19 vaccine booster along with the request form.

8) If I am exempt from the COVID-19 vaccine for medical or religious reasons, am I eligible to receive COVID-19 Vaccine Booster Leave?

No. The COVID-19 Vaccine Booster Leave is provided solely to employees who are fully vaccinated and obtain an initial and/or second COVID-19 vaccine booster.

9) I received my COVID-19 vaccine booster prior to this leave being announced, am I still eligible to receive it?

Yes. Employees are eligible to receive COVID-19 Vaccine Booster Leave if they have received a vaccine booster, as appropriate, at any time from the time period vaccine boosters became available through December 31, 2022.

10) Will COVID-19 Vaccine Booster Leave expire, or is it available to be cashed out upon separation?

COVID-19 Vaccine Booster Leave will not expire once granted, but is forfeited upon separation from State service, or when a contractual employee's contract ends. It is not available to be cashed out.

11) I already received the COVID-19 Vaccine Incentive due to my fully vaccinated status, do I need to do anything else to receive COVID-19 Vaccine Booster Leave?

Yes. You will still need to provide proof of receipt of your initial and/or COVID-19 vaccine booster, and a completed *COVID-19 Vaccine Booster Leave Request Form* to HR.

The *COVID-19 Vaccine Booster Leave Request Form* is found on DBM's website:
www.dbm.maryland.gov/employees/Pages/COVID19.aspx

12) How long is COVID-19 Vaccine Booster Leave available?

Once granted, COVID-19 Vaccine Booster Leave does not expire. It remains available for use during the employee's period of employment. However, in order to receive the leave, an employee must receive an initial and/or second COVID-19 booster by December 31, 2022. Final paperwork must be submitted by January 10, 2023, for State regular and temporary employees, and by January 3, 2023, for contractual employees.