

# —SPS ALERT—

## Special Alert 190:

*Release date: 1/14/2022*

### For ALL SPMS Agencies

#### NEWS

- **COVID Leave Extended through Dec. 31, 2022**

COVID Leave for employees who test positive for COVID has been extended through Dec. 31, 2022. Temporarily, due to the high demand for PCR tests, agencies may accept a positive rapid, non-PCR test, including a home test, for an eligible employee who requests this leave. This temporary relaxation of the requirements will continue through March 1, 2022 and will be reevaluated at that time. As you recall, an employee is eligible for up to 10 days of COVID-19 Leave, prorated based on percentage of employment, over the period November 2021 through December 2022.

To administer this leave, we have a Time Off code in SPS, **COVID 19 Time Off**, this leave time **must be granted by the timekeeper** before the timekeeper or employee can use this leave time on the timesheet, using the adjustment process (Adjustment-COVID-19 Time Off). There will be no balance shown for this leave type in SPS. This leave type also may be recorded as **FMLA Intermittent COVID 19 Time Off** for an employee, if appropriate for FMLA.

[Information on COVID-19 Leave and Vaccination Incentive](#)

[COVID-19 Leave Request Form](#)

- **COVID 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.

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

- proof of full vaccination (unless the employee has already received the COVID-19 Vaccine Incentive Payment;
  - proof of receipt of an initial COVID-19 booster shot; and
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- a written request form (provided below).

Employees who have already received a COVID-19 vaccine booster will be granted two hours of COVID-19 Vaccine Booster Leave upon receipt of the required documents.

COVID-19 Vaccine Booster Leave is available to SPMS regular, temporary and contractual employees.

COVID-19 Vaccine Booster Leave will not expire but is forfeited upon separation from State service. In order to receive COVID-19 Vaccine Booster Leave, an employee will need to receive an initial COVID-19 vaccine booster by December 31, 2022.

Employees who submit a COVID Booster Leave Form and have not completed the COVID Vaccination Incentive Form will not get the incentive automatically. For these employees, no Vaccination Manufacturer/Date or Approved Exception/Date can be entered without the Vaccination Incentive Form, see reminder below. If this data is entered the employee will be paid the incentive of \$100.

Agency Timekeeping staff will grant the **2 hours of leave** as they do for other leave adjustments through the Leave Adjustment Process (see a link to the job aide below).

- State Regular Employees will use Paid Administrative Leave
- Contractual employees will use COVID-19 Booster Time Off (Contractual)
- Temporary Employees will use COVID-19 Booster Time Off (Temp)

Only employees with the Booster Manufacturer and the Booster Completion Date and a COVID-19 Vaccination Booster Leave Request Form should be granted administrative leave/time off.

These fields must be completed before the agency staff grants the administrative leave/time off:

Booster Vaccination Manufacturer	Booster Vaccination Completion Date
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Agencies can run the **SPMS COVID Vaccination Data report** to process the granting of administrative leave/time off for eligible employees.

Employees who have declared an exception to the COVID vaccination/booster **will not** receive this admin leave/time off. If the Exception Approval Date and the Booster Vac Exception Date

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are completed, the employee cannot be granted the admin leave/time off.

The pay period that includes December 31, 2022 will be the deadline for submitting the COVID Booster documentation for the 2 hours of Administrative Leave/Paid Time Off. All requests received after this pay period will not be honored.

[COVID-19 Vaccination Booster Leave Request Form](#)

## **REMINDER: Vaccination Incentive Process and Tracking:**

As a reminder, previously entered vaccination data **should not** be altered. Please make sure that staff are using only the Booster fields for booster data.

As a reminder, when employees notify their agency that they have completed the initial booster vaccination for COVID, HRCs will complete the Additional Data section for COVID 19 —the ***Booster Vaccination Manufacturer*** and ***Booster Vaccination Completion Date*** fields.

Employees who have an Approved Exception for the vaccination also may have an exception to the booster. To enter this data, select *Approved Exception* from the dropdown in the ***Booster Vaccination Manufacturer*** field, and complete the ***Booster Vaccination Exception Date***.

Employees who completed the COVID Vaccination previously may have an Exception to the COVID Booster. Only the ***Booster Vaccination Manufacturer*** field, and the ***Booster Vaccination Exception Date*** are to be used for this purpose. **DO NOT** change the original vaccination data for these employees.

Please make sure your agency is completing the COVID Vaccination Data for employees correctly. Remember, employees cannot have both--a *Vaccination Manufacturer/Vaccination Completion Date* **and** an *Exception Approval Date*. **It cannot be both—vaccination and an exception for not getting the vaccination.**

Please see the link below for the Vaccination Data Job Aide with additional instructions for the COVID Booster data, to review how to enter this data.

Thank you for your assistance with this data collection.

Entering Vaccine/Booster Info

<https://dbm.maryland.gov/sps/Documents/COVID%2019%20Vaccination%20Incentive%20for%20SPS%20Tracking%20and%20Payment.pdf>

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## Adjusting Leave Balances

[https://dbm.maryland.gov/sps/Documents/Adjust\\_Leave\\_Balances\\_for\\_an\\_Employee.pdf](https://dbm.maryland.gov/sps/Documents/Adjust_Leave_Balances_for_an_Employee.pdf)

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