

INFORMATIONAL BULLETIN

Communication from the Office of the Labor Commissioner



Bulletin Number: 21-23
September 28, 2021

Mayor Brandon M. Scott

Annual Seasonal Influenza Vaccination - Administrative Leave

In an ongoing effort to promote the health and wellbeing of the City's workforce, and the communities it serves, Mayor Scott has authorized the Office of the Labor Commissioner, again this year, to grant **up to three (3) hours** of administrative leave (formerly known as permission leave) through **Thursday, December 30, 2021**, to full-time and part-time *non-essential employees*, to visit their local pharmacy or primary care physician for an annual seasonal influenza vaccination. Employees must get permission from their immediate supervisor or designee prior to using this leave.

Provided that City operations are not adversely impacted, supervisors may also grant full-time and part-time *essential employees* **up to three (3) hours** of administrative leave. Supervisors should coordinate schedules to provide adequate coverage and avoid disruption to City services.

For the purposes of payroll, **Administrative Leave Code 167** should be used. Please see the accompanying Certification Form for further details regarding the granting of this leave.

Attachment: Certification Form