

Employee COVID-19 Vaccination Policy

Purpose

This policy has been prepared to aid the health and safety of our employees, their families, and the greater community by rewarding and encouraging vaccination against COVID-19 and its related variants. Specifically, the purpose of this policy is to provide paid quarantine leave to employees who have been fully vaccinated, to provide additional personal holiday hours as an incentive to employees who are currently vaccinated or who choose to become fully vaccinated, and to set forth the guidelines and procedures for administration of this policy.

Effective Date

This policy is effective beginning November 2, 2021 and will remain in effect until further notice.

Scope

The Personal Holiday Incentive section of this policy is applicable to all full-time City of Breckenridge employees. The Paid Quarantine Leave section of this policy is applicable to all full-time City of Breckenridge employees.

Definitions

- **Personal Holiday Incentive** – additional personal holiday hours provided to employees as incentive for full vaccination in accordance with this policy.
- **Paid Quarantine Leave** – quarantine leave granted to an employee which does not impact the employee's personal sick or other paid leave time.
- **Quarantine** – A requirement for an individual to isolate themselves from others for a specified amount of time as determined in accordance with current Centers for Disease Control and Prevention (CDC) guidelines.
- **Exposure** – circumstances under which an employee has been exposed to COVID-19 that would warrant Quarantine, as defined by the CDC.
- **Fully Vaccinated** – having received the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Policy

Paid Quarantine Leave

Employees who have tested positive for COVID-19 or who have been notified by Human Resources of an Exposure at work, will be required to Quarantine.

If required to Quarantine, employees who are Fully Vaccinated will receive Paid Quarantine Sick Leave (up to two weeks) and will not be required to use their personal sick time or other paid leave time to cover the Quarantine period, provided they have submitted proof of vaccination in accordance with this policy to the Human Resources Department.

If required to Quarantine, employees who are *not* Fully Vaccinated will continue to be required to use their personal sick time to cover their Quarantine. If they do not have adequate sick time, they must use other paid leave time. To the extent the employee does not have adequate sick or other paid leave time, the Quarantine period will be unpaid.

Personal Holiday Incentive

Employees who have been fully vaccinated prior to November 2, 2021 will receive **24 hours of personal holiday** in recognition of receiving their vaccination and helping to ensure the safety of their fellow employees, their families, and the community. This time will be added to their accounts and available for use beginning November 15, 2021.

Employees who are not Fully Vaccinated prior to November 2, 2021, but who choose to become Fully Vaccinated prior to January 10, 2022, will receive **16 hours of personal holiday**. This time will be added to their accounts and available for use beginning January 17, 2022.

Employees who are not Fully Vaccinated prior to November 2, 2021, but who choose to become Fully Vaccinated after January 10, 2022 will still be eligible to receive **8 hours of personal holiday**.

Employees hired after November 2, 2021 who are already Fully Vaccinated, or who choose to become Fully Vaccinated within 60 days of their start date, will receive an additional **8 hours of personal holiday**.

Employees may use Sick Time Hours for time spent obtaining a vaccine during the employee's regular work schedule in accordance with City policy.

Voluntary Participation

Employees are not required to provide proof of vaccination status. However, to be eligible to receive the Vaccination Incentive or Paid Quarantine Leave as part of this voluntary initiative, documentation is required.

Accommodations

Employees who need reasonable accommodations to obtain a vaccination may make a request through the Human Resources Department.

Employee Responsibilities

Documentation

To be eligible for the Vaccination Incentive or Paid Quarantine Leave, employees must provide documentation that they are Fully Vaccinated to the Human Resources Department. Employees may provide said documentation in one of the following ways:

- 1) emailing a copy of their documentation to accounting@Breckenridgetx.gov
- 2) visiting the office of Human Resources at 105 N. Rose Ave and showing documentation.

Employees who have been fully vaccinated prior to November 2, 2021:

- Deadline to submit documentation: Friday, November 12, 2021
- Flex Incentive will be available November 15, 2021

Employees who are Fully Vaccinated prior to January 10, 2022:

- Deadline to submit documentation: Friday, January 14, 2022
- Flex Incentive will be available January 17, 2022

Employees who are Fully Vaccinated after January 10, 2022, and employees hired after November 2, 2021:

- Once documentation is submitted to the Human Resources Department, the Personal holiday Incentive will be applied to the next complete pay period.

It is the responsibility of the employee to use their personal holiday by September 30, 2022. For questions regarding the interpretation of this policy, contact Human Resources.