
Sample Project

Project – Staff vaccination leave

The Care And Respect Enterprises encourages staff members to take vaccines by granting one day paid leave per dose. A database is to be created in order to record the vaccinations, leave entitlements, and outstanding leaves incurred.

Care And Respect Enterprises Staff Vaccination Leave Record

Name Ever Hong Department Logistics Staff No. 6521

Dose	Date of vaccination	Date of vaccination leave taken	Entitled
1	19 August 2022	20 August 2022	Yes
2	15 September 2022	24 September 2022	No
3	06 February 2023		
Total Entitled Days taken			1

Outstanding leaves entitled 1

Vaccination leave entitlement

1. Each staff member entitles 1 day of vaccination leave for each dose.
2. Vaccination leave should be taken within 7 days from the date of vaccination, otherwise counted as sick leave.

** sample data for illustration only*

Additional information:

- The company does not want staff members taking leave not related to the vaccinations. Therefore, the leave should be taken within 7 days from the date of vaccination.
- The company wants to monitor the days of leave taken and outstanding.
- The company may need to know who has not taken any vaccines.

Assumptions:

- There are no differences in vaccination leave entitlement for staff members of different job positions.