

VACCINATION LEAVE POLICY

RATIONALE:

COVID-19 has posed a serious and continuous threat to employers and employees alike. With the emerging of new variants like the Delta Variant which is allegedly more infectious, it is imperative that all members of the workforce are vaccinated against the COVID-19 virus.

To support those who will avail of COVID-19 vaccines and in consideration of possible side effects immediately after vaccination, this policy for vaccination leave is established.

SCOPE:

This policy applies to all team members availing of COVID-19 vaccines, regardless of brand, before June 30, 2022.

DEFINITION OF TERMS:

1. COVID-19 Vaccine – any vaccine developed to protect an individual against COVID-19.
2. Vaccination Leave - a 2-day leave beginning on the day of vaccine administration and ending on the day after vaccine administration. This leave is non-convertible, non-reschedulable, and non-transferrable.

RESPONSIBILITIES OF TEAM MEMBER:

1. Inform HR of their registration in the appropriate vaccine registration sites.
2. Inform HR of their vaccine schedule at least the day before scheduled vaccination. Proper screen shots of text messages/emails must be shown.
3. Inform HR of completion of vaccine administration.
4. File the appropriate leave on the HRIS time-off request module.
5. Take the appropriate steps for recovery after vaccination by eating and sleeping healthy and resting indoors.

RESPONSIBILITIES OF DEPARTMENT/IMMEDIATE HEAD:

1. Monitor the attendance and well-being of team member undergoing vaccine.
2. Approve time-off request.
3. Coordinate with HR regarding potential problems in filing for Vaccination Leave.

RESPONSIBILITIES OF HR RECORDS STAFF:

1. File all supporting documents in the appropriate 201 File.

RESPONSIBILITIES OF HR COMPENSATION AND BENEFITS OFFICER:

1. Confirm Vaccination Leaves on the HRIS.

RESPONSIBILITIES OF ACCOUNTING:

1. Must process Vaccination Leave as official paid leave on dates of vaccination.

RESPONSIBILITIES OF MIS

1. Program the corresponding systems to count Vaccine Leave as paid leave equivalent to 16 hours worked.

PROCESS:

1. Team Members wishing to get vaccinated should inform HR of their registration through text, chat, or call.
2. Once schedule is confirmed by appropriate health officers, Team Member must inform his/her immediate head and HR regarding the schedule and send them screen shots of the text message/email confirming schedule.
3. Team Member must file for Vaccination Leave on the HRIS covering 2 days – the day of the vaccine administration and the day after.

Note 1:
 For Sales Team Members getting vaccinated on a day before their rest day, since the 2nd day falls on a their rest day which is not an official work day, they will not be paid for their rest day, nor can they claim the 2nd day of leave on the next succeeding work day.

For Shared Services Team Members getting vaccinated on a Saturday or day before a holiday, since the 2nd day falls on a Sunday or holiday which are not official work days, they will not be paid for the Sunday or holiday, nor can they claim the 2nd day of leave on the next succeeding work day.

Note 2:
 If Team Member requires additional days to recover due to strength of side effects, up to two days will be excused absences but will be considered unpaid. Team Member must file for unpaid leave on the 2nd day of vaccination leave for absences to be considered excused.

Note 3:
 Team members with two-dose vaccines may avail of two vaccination leaves while those with single-shot vaccines may avail of one vaccination leave.

Brand Name	# of doses
Covaxin	2
Johnson & Johnson / Janssen	1
Moderna	2
Novavax	2
Oxford-AstraZeneca	2
Pfizer-BioNTech	2
Sinovac CoronaVac	2
Sputnik V	2

4. Immediate Head or Department Head must approve the vaccination leave within the cutoff in which it is to be availed.
5. HR Compensation and Benefits Officer will confirm the approved vaccination leaves within the cutoff in which it is to be availed.
6. MIS extracts the DTR data making sure that vaccination leaves are accurately reflected on summary forms.
7. Accounting processes the leave days as workdays of 8 hours per day.

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