

## **Extension of Excused Leave for Caregiving and COVID-19 Vaccinations**

The NASA Shared Services Center is pleased to announce the continuance of excused leave for dependent care and the newly authorized excused leave to receive the Coronavirus Disease 2019 (COVID-19) vaccinations.

### **Extension of Excused Leave for Dependent Care**

NASA will continue offering up to 20 hours of excused leave per pay period, through September 14, 2021, for dependent care and caregiving needs arising from school and/or facility closures due to the COVID-19 pandemic. This flexibility will continue as long as circumstances permit. If you wish to learn more about this family-friendly workplace flexibility, please review the comprehensive guidance in the Caregiving and Excused Leave Frequently Asked Questions (FAQs) During the Coronavirus Disease 2019 (COVID-19) Pandemic at: [https://nasapeople.nasa.gov/coronavirus/caregiving\\_and\\_excused\\_leave\\_faqs\\_covid\\_19.pdf](https://nasapeople.nasa.gov/coronavirus/caregiving_and_excused_leave_faqs_covid_19.pdf).

### **Excused Leave for COVID-19 Vaccinations**

To facilitate the expeditious vaccination of the Federal workforce, NASA is offering leave-eligible employees excused leave to receive COVID-19 vaccinations. The following is key information regarding this flexibility:

- Employees are authorized 4 hours per shot received for a vaccination. For employees receiving a two-shot vaccination, in most circumstances 8 hours of excused leave is authorized. However, only the amount of excused leave necessary to obtain both vaccinations will be granted. Please ensure you only request the amount of excused leave needed to facilitate being vaccinated.
- The Agency understands that some employees may have extenuating circumstances that would require more than the 8 hours of excused leave to receive both vaccinations (4 hours per vaccination), which can include travel time. In these instances, additional excused leave can be granted in coordination with the supervisor. Employees should discuss their personal circumstances with their supervisor if they are requesting more than 4 hours of excused leave per vaccination.
- Employees may not be credited with administrative leave or overtime work for time spent getting a vaccination outside their tour of duty.
- When using excused leave for COVID-19 vaccinations, employees should code their time to the hour code type XLV, and in the remarks of the timecard indicate “CVL”. Please ensure you only code your timecard with the amount of excused leave needed to facilitate being vaccinated. Employees should coordinate and communicate with their supervisor before using excused leave for COVID-19 vaccination purposes.
- Employees who have already taken personal leave to receive COVID-19 vaccinations, may submit prior pay period adjustments to take advantage of this added flexibility.
- If an employee needs to request leave to facilitate a family member receiving the vaccination, excused leave would not be appropriate. In this instance, employees should consider requesting sick leave to care for a family member. The hour code type to be used in the time and attendance system for this type of sick leave is FFSL.

Employees who experience adverse reactions to the COVID-19 vaccination can be authorized sick leave for the recovery period. Employees who wish to preserve their sick leave balance also have the option of using another appropriate leave type (i.e., annual leave, restored annual leave, time off awards, compensatory time, travel compensatory time, and credit hours).

### **Additional Questions**

If you have additional questions, please refer those to your supervisor or Human Resources Business Partner. For questions concerning this notice, contact: **NASA Shared Services Center (NSSC) Customer Contact Center** 1-877-677-2123 (1-877-NSSC123) or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)