

# New York University

## UNIVERSITY POLICIES

**Title:** COVID-19 Vaccination Leave Policy – New York  
**Effective Date:** November 2, 2021  
**Supersedes:** March 12, 2021  
**Issuing Authority:** Executive Vice President  
**Responsible Officer:** Human Resources

### **Statement of Policy**

This Policy addresses leave time for COVID-19 vaccination, in accordance with Section 196-C of the New York Labor Law, and Chapter 8 of Title 20 of the Administrative Code of New York City/New York City's Earned Safe and Sick Time Act ("NYCESSTA").

### **To Whom the Policy Applies**

This Policy applies to all employees of New York University in New York (hereinafter, "the University").

### **Policy and Procedures**

#### ***NYS Paid Leave for COVID-19 Employee Vaccination***

An employee is to receive paid leave for a sufficient period of time, not to exceed four hours, per COVID-19 vaccine injection. Such leave shall be at the employee's regular rate of pay and shall not be charged against any other leave, including sick leave.

*Notice.* An employee shall notify their supervisor and/or Human Resources Officer/Business Partner of the need for leave time as soon as practicable.

#### ***NYC Paid Leave for COVID-19 Child Vaccination***

An employee who is a Parent is entitled to receive paid leave for four hours, per COVID-19 vaccine injection, per child under the age of 18, or for an older child incapable of self-care because of a mental or physical disability. This leave may be used to accompany the child to a COVID-19 vaccine injection, or to care for the child who is experiencing temporary side effects from a COVID-19 injection.

For the purposes of this Policy, a Parent is defined as biological, foster, step-, adoptive, legal guardian, someone who currently stands in loco parentis, or a person who stood in loco parentis for a minor child.

Such leave shall be at the employee's regular rate of pay and shall not be charged against any other leave, including safe/sick leave.

*Notice.* If the need to use such leave is foreseeable, an employee shall provide their supervisor and/or Human Resources Officer/Business Partner with reasonable advance notice, not to exceed seven days prior to the use of the leave. If the need to use such leave is not foreseeable, an employee shall notify of

the need for leave time as soon as practicable. NYU may request reasonable documentation within seven days of the leave being used that the child for whom the leave was taken received a COVID-19 vaccination.

***Non-Discrimination/Non-Retaliation***

NYU will not discharge, threaten, penalize or in any other manner discriminate or retaliate against any employee for exercising their rights under this Policy, including but not limited to requesting or obtaining a leave of absence due to their own COVID-19 vaccination or their child being vaccinated for COVID-19.

*\*This Policy shall remain in effect until the applicable sections of the laws referred to herein remain in effect.*