



Office of Human Resources &
Employee Organization and Development

Vaccine Administrative Day Leave Request Form

Employee Name:	
Employee Title:	
Employee ID#:	
Employee Phone #:	Email Address:
Institution/Division Name:	
Division/Work Location:	
Name of Supervisor:	

In alignment with the intent of the Governor's COVID-19 Vaccination Day for state employees, the University System of Georgia (USG) is providing up to a maximum of eight (8) hours of Vaccine Administrative Leave to USG employees. This leave is available from September 1, 2021 – December 31, 2021.

I am requesting Vaccine Administrative Day Leave on a continuous or intermittent basis for the following dates:

Begin Date _____ End Date _____

By my signature on this form, I attest to the following:

I understand that this leave may not run concurrent with any other paid time off (e.g., Short Term Disability).

I understand that this leave is not counted as hours worked for the purpose of overtime pay calculations.

I understand that any unused portion of Vaccine Administrative Leave will expire (and will no longer be available for use) after December 31, 2021, and that the leave will not be paid out upon separation from employment.

Signature of Employee

Date

NOTE TO EMPLOYEE: E-mail this form to Human Resources and to your supervisor. Please retain copies of all information for your records.

Department of Human Resources & Employee Development

A Unit of the Division of Business & Finance

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