

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO-T

18 January 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy #22-006, Federal Employee Time and Attendance Procedures for COVID-19 Vaccinations and Boosters

1. References.

a. Under Secretary of Defense Memorandum, Force Health Protection Guidance (Supplement 23) Revision 1 – Department of Defense Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screen Testing, and Vaccination Verification, dated 18 October 2021.

b. Office of Personnel Management (OPM) CPM 2021-23 Vaccination of Children 5 and Older, dated 3 November 2021.

c. Office of Personnel Management (OPM) CPM 2021-25 Leave Policies related to COVID-19 Vaccination Boosters, dated 2 December 2021.

d. HRO Policy # 22-003, Ohio National Guard COVID-19 T5 Vaccination Policy, dated 11 January 2022.

2. Cancellation. This policy supersedes HRO Policy # 22-002, Administrative Leave for COVID-19 Vaccinations.

3. Purpose. This memorandum provides guidance for Technicians and Employees receiving Coronavirus 2019 (COVID-19) vaccinations and COVID-19 boosters. This authority is effective beginning 19 November 2021, and will cease at a date to be determined. The Human Resources Office (HRO) will publish clarifying guidance when it becomes available.

4. Applicability. This policy applies to all Ohio National Guard (ONG) Title 32 Technicians, hereafter referred to as "Technicians," and T5 National Guard Employees, hereafter referred to as "Employees."

5. Policy. The ONG encourages all Technicians to receive COVID-19 vaccinations in advance of the service-specific vaccination deadlines and requires all Employees to be vaccinated in accordance with Reference d. In order to promote the safety of the Federal workforce, the ONG also authorizes Technicians and Employees to receive any

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applicable COVID-19 vaccine booster shot. Technicians and Employees may receive a COVID-19 vaccination or booster at any Department of Defense facility administering vaccinations or at any civilian medical facility or clinic authorized to administer COVID-19 vaccines. In the case of booster shots, this policy may be applied retroactively to the time when authorized booster shots became available but not earlier than 22 September 2021.

6. Procedures for Technicians.

a. Technicians may request up to a maximum of 4 hours of Administrative Leave for use when absent from work for the purposes of receiving a COVID-19 vaccination, a COVID-19 vaccine booster, or to accompany a family member who is receiving the COVID-19 vaccine and or booster shot. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201). This includes technicians on permanent, temporary, or indefinite appointments.

b. Technicians may utilize this authority for up to four hours of absence per dose for themselves or to accompany an eligible family member. Supervisors may only authorize Administrative Leave in the amount necessary for transportation to and from the vaccination site, the actual vaccination, and a short recovery period following the vaccination. Neither period of absence shall exceed four hours.

c. Technicians must request the use of Administrative Leave and receive supervisory approval prior to departing the workplace to receive or accompany an eligible family member to receive a COVID-19 vaccination or COVID-19 vaccine booster.

d. Supervisors may only deny the absence from the workplace when the Technician's absence would unnecessarily hinder effective operations of the work center. Supervisors will make reasonable efforts to reschedule an opportunity for the Technician to receive or accompany a family member to receive a COVID-19 vaccination or COVID-19 vaccine booster.

e. Technicians may not utilize Administrative Leave during their regularly scheduled work hours and then work outside of their regular work schedule to earn compensatory time on the same workday.

f. Technicians may not utilize Administrative Leave for COVID-19 vaccinations or boosters received while in a military duty status.

g. Technicians utilizing Administrative Leave for receiving a COVID-19 vaccine booster or accompanying a family member for a COVID-19 vaccine or booster must code the absence on their ATAAPS timecard using Type Hour Code "LN" and the environmental / hazard / other code "PF." Additionally, the timecard certifier must include a remark on the timecard indicating the purpose of the Administrative Leave is for COVID-19 vaccination or COVID-19 vaccine booster used IAW with this policy.

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7. Procedures for T5 Employees.

a. Employees may receive a COVID-19 vaccination in a duty status (Coded as "RG" in ATAAPS). Employees' absence from the work site may include travel to and from the vaccination site, time for receiving the vaccination and the observation period immediately following vaccination (usually 15 minutes).

b. Employees may utilize Administrative Leave (Type Hour Code "LN" and environmental / hazard / other code "PF") to receive the COVID-19 vaccine booster, accompany a family member who is receiving the COVID-19 vaccine and / or receiving a booster shot. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201). This includes Employees on permanent, temporary, or indefinite appointments.

c. Employees may utilize this authority for up to four hours of absence per dose for themselves or to accompany an eligible family member. Supervisors may only authorize Administrative Leave in the amount necessary for transportation to and from the vaccination site, the actual vaccination, and a short recovery period following the vaccination. Neither period of absence shall exceed four hours.

d. Employees must request the use of Administrative Leave and receive supervisory approval prior to departing the workplace to receive or accompany an eligible family member to receive a COVID-19 vaccination or COVID-19 vaccine booster.

e. Supervisors may only deny the absence from the workplace when the Employee's absence would unnecessarily hinder effective operations of the work center. Supervisors will make reasonable efforts to reschedule an opportunity for the Employee to receive or accompany a family member to receive a COVID-19 vaccination or COVID-19 vaccine booster.

f. Employees may not utilize Administrative Leave during their regularly scheduled work hours and then work outside of their regular work schedule to earn compensatory time on the same workday.

g. Employees who experience an adverse reaction to a COVID-19 vaccination should be granted no more than 2 workdays of administrative leave for recovery associated with a single COVID-19 vaccine dose.

h. Employees who receive a COVID-19 vaccination must provide proof of vaccination in accordance with Reference d.

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i. Employees who experience an adverse reaction to a COVID-19 vaccination may submit a claim for compensation under the Federal Employee Compensation Act (FECA). Employees in this situation must inform their supervisors of the adverse reaction so the employee and the supervisor can submit a CA-1 in eCOMP. Send questions regarding FECA and Federal OWCP claims to: nq.oh.oharng.list.j1-hro-owcp@army.mil.

8. The POC for this memorandum is MAJ Daryl Scott, Deputy HRO, at 614-336-7121, or email at daryl.g.scott.mil@army.mil

FOR THE ADJUTANT GENERAL:

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Director of Human Resources

DISTRIBUTION:

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