

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES COVID-19 BOOSTER LEAVE	Procedure 3.4.5.2
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On May 4th, 2022 NC Executive Order No. 257 (the “Executive Order”) was signed into effect and provides up to eight hours of fully paid leave to eligible state employees who, on or before August 31, 2022, provide documentation of receiving a First Booster (as defined below) for COVID-19. The Executive Order applies to Cabinet Agencies and any other state agencies that voluntarily adopt the Executive Order’s measures. Haywood Community College has chosen to voluntarily adopt the Executive Order’s measures.

A. Covered Employees

1. Full-time employees of Haywood Community College are eligible to receive one allocation of eight (8) hours of this COVID-19 Booster Bonus Leave. A full-time employee is any individual who occupies a College designated full-time position working 40 hours per week.
2. Employees who join the College on or before August 31, 2022 may be eligible; they do not need to have been employees on the day when this procedure was issued. Part-time employees, temporary employees, interns, and contractors are not eligible for this supplemental leave. Full-time employees hired on or after September 1, 2022 are not eligible.

Please refer to Procedure 3.1.2.1 and 3.1.3.2 for further definitions of employment.

B. Use of Leave

This COVID-19 Booster Bonus Leave may be used for any purpose. Employees shall request the leave in a similar fashion as they would request Sick Leave and Annual Leave. As with other leave, it would need to be approved by the Supervisor. The supervisor or other manager may require that the leave be taken at a time other than the one requested, based on the needs of the College.

C. Documentation Required

To qualify for leave, eligible employees must submit documentation of having obtained their First Booster (refer to table in Definitions Section about what counts as a “First Booster”). To be eligible, employees must provide this documentation on or before August 31, 2022. The documentation should be submitted to Human Resources in the format requested by Human Resources.

Employees are eligible whether or not the First Booster was administered on or after the date of the Executive Order. Both (1) employees boosted before this procedure was

issued and (2) employees boosted after that date are eligible for this bonus leave, so long as they provide documentation of a First Booster by the August 31, 2022 deadline.

Employees shall follow the process identified by Human Resources for submitting proof of First Booster. If employees knowingly provide a false or inauthentic document under this Policy, they may be subject to disciplinary action, up to and including dismissal.

D. Use of Documentation and Confidentiality

Upon submission of documentation of booster, Human Resources will review the material in good faith to determine whether it appears to be valid.

- Under this procedure, no additional research is required by the Human Resources staff member to determine whether the documentation is truthful and accurate.
- However, the Human Resources staff member is authorized to require additional verification if the staff member has a reasonable basis to suspect that the information provided is inauthentic or fraudulent.
- Human Resources staff may use sampling (for example, reviewing only one out of every four documents submitted).

Documentation on vaccines will be maintained in accordance with any records retention schedule. These documents would be kept separately from employees' general personnel files and would be available only to Human Resources staff.

Managers and supervisors would not have access to these confidential records. However, managers and supervisors would be approving use of this leave and would therefore have knowledge that the employee received their First Booster. While managers and supervisors may tell other employees a particular employee is on leave, unless the employee consents, it should not be shared that the employee's leave is because the employee received a booster shot.

E. No Cash Value; Not Transferable; Expires March 31, 2023

This leave has no cash value and cannot be converted into retirement credit. Employees shall not be paid for unused COVID-19 Booster Bonus Leave at separation. This leave may not be transferred. Any unused COVID-19 Booster Bonus Leave will be forfeited if not taken on or before March 31, 2023. The leave must have been used by this date; it may not be requested for use after March 31, 2023.

F. Effective Date and Duration

This procedure becomes effective on the date listed below. It shall remain in effect until March 31, 2023, unless otherwise extended. It may be modified or rescinded for any reason, including but not limited to, COVID-19 developments, any additional Executive Orders, and additional federal or NCDHHS guidance.

G. Definitions - Following are definitions of terms used in this procedure:

Terms	Definition
Executive Order	Executive Order No. 257
First Booster	The first subsequent dose of vaccination administered to enhance or restore protection against COVID-19 which may have waned over time after a primary series vaccination. For most individuals, the primary series of vaccination is a 2-dose series of an mRNA COVID-19 vaccine (Pfizer-BioNTech and Moderna) or a single dose of Janssen COVID-19 Vaccine. The First Booster is the first dose after the primary series.

Adopted: 5/12/2022