



MEMORANDUM

Date: May 3, 2021
To: All BOC Employees
From: Kenneth N. Wilson, County Administrator
Subject: COVID-19 Vaccination Leave

In order to make it easier for our employees to receive the COVID-19 vaccination, the Franklin County Board of Commissioners have authorized eight (8) hours of Special Vaccination Leave. It is important that we all work together to reduce the spread of COVID-19 and this vaccination is the most important tool currently available.

Details regarding this leave:

- Must be used in a pre-approved 4 – or – 8-hour block of time.
- An employee must submit documentation (their paper vaccination card completed by the entity giving the shot) which shows they received a shot/both shot of either the Moderna or Pfizer vaccine or one shot of the Johnson & Johnson vaccine to use the leave.
- Failure to provide documentation will result in forfeiting any right to use the Special Vaccination Leave. Other permissive leave will be substituted or if no leave is available it will be entered as off payroll.
- If an employee has already been vaccinated, or if an employee was vaccinated while off duty, they must submit the documentation outlined above to receive the

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leave benefit. In this case employees will receive 8 hours of Special Vaccination Leave to use.

- Special Vaccination Leave has no cash value upon separation or at the end of the year leave conversion.
- Special Vaccination Leave will be available beginning May 3, 2021.

We have entered into agreements with our three unions regarding this leave. All BOC employees will be eligible for this leave.

Thank you for all the efforts you continue to do daily to help reduce the spread of COVID-

19. Everyone plays a role in helping to make our workplace safe.

County Administrator

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