

# Suffolk County Community College

## College Brief

NO. 93      March 3, 2021

TO:            The College Community

FROM:        Angelica Rivera  
                 Assistant Vice President for Human Resources

SUBJECT:    College Employees Now Eligible for Up to 2 Hours of Excused Time  
                 When Receiving their COVID-19 Vaccination

Interim President Louis J. Petrizzo has been advocating with the County of Suffolk to have all College employees vaccinated against COVID-19 as soon as possible. In support of this effort, the College has determined that it will allow all College employees up to two hours of excused time when receiving their vaccination.

Effective immediately, all College employees are advised:

- The up to 2 hours of time are only for those employees who are scheduled to receive their vaccination.
- The up to 2 hours of excused leave time for the COVID-19 vaccine is per dose, so employees are eligible for up to 2 hours when they are receiving the first dose and up to 2 hours when they are receiving the second dose. In each case, the 2 hours being allowed is inclusive of travel time. Employees can use their sick accruals for any additional time that may be needed for the vaccination.
- For time tracking purposes: 1) employees must have their request approved by their supervisor, 2) employees should provide their vaccination appointment letter that states the date and time with their timesheet and should include a statement in the notes section, and 3) employees must provide a copy of their official vaccination card, which they will receive upon completion of the first dose, to Human Resources at [askhr@sunysuffolk.edu](mailto:askhr@sunysuffolk.edu).