



COVID-19 Vaccine Incentive Guidance

Updated: December 2, 2021

All State of Idaho employees within the Executive Branch (including temporary employees) are eligible to code four (4) hours of COVID-19 Paid Administrative Leave (CVT in I-Time) for receiving (or already having received) the full dose of the COVID-19 Vaccine on or before December 31, 2021.

CVT leave may be used for the appointment¹ to receive the vaccine, because the employee does not feel well after having received the vaccine, or as “vacation” time. CVT leave cannot be taken until after the employee has completed received the full dose of the COVID-19 vaccine but must be coded prior to January 31, 2022.

Prior to submitting CVT on timesheets, employees must receive pre-approval from their supervisor for the requested time off. Supervisors are encouraged to work with employees to allow them to utilize this benefit while also maintaining the needs of the agency.

When submitting timesheets, employees must insert a comment noting the date(s) they received the vaccine (or complied with any requirements established as a reasonable accommodation as referenced below).

If an employee chooses not to receive the vaccine due to having a qualifying disability under the Americans with Disabilities Act (ADA) or for religious reasons, they can speak with their HR representative regarding available accommodations.

¹ If an employee already received the vaccine and utilized their own accrued leaves or took unpaid time off, they cannot request to have that leave or unpaid time changed to CVT on their timesheet. Instead, they need to request to utilize CVT leave as time off between the current pay period through January 31, 2022.