

Frequently Asked Questions (FAQs)

COVID-19 CVT Coding

Updated: December 28, 2021

Purpose

This FAQ document is being issued in addition to the letter sent by the Governor's Office regarding the COVID-19 Vaccine Incentive Program and [the guidance issued by DHR](#).

The intent of this document is to assist agencies in providing consistent answers and guidance to employees regarding this benefit.

If you have a question that is not addressed in this document, please contact your [DHR representative](#).

FAQs

1. Who is eligible for this leave?

Per the Governor's Memo dated June 16, 2021, any employee (permanent and temporary) who has already received the vaccine or who chooses to receive the vaccine by December 31, 2021, is eligible for 4-hours of CVT leave.

2. When must CVT be used by?

Per the Governor's Memo dated June 16, 2021, employees who meet the eligibility requirements can use this leave through January 31, 2022.

3. What are appropriate uses for CVT leave?

Per the Governor's Memo dated June 16, 2021, CVT leave may be used for any the following reasons:

- To attend an appointment to receive the vaccine.
- To attend an appointment to receive the booster.
- Because an employee does not feel well after having received the vaccine.
- As time-off if they have already received the vaccine.

4. Can we request "proof" from employees that they received the vaccine?

No, the state is not requesting proof of vaccination status. Instead, employees need to certify on their timesheet the date they complied with the requirements of this policy (either the date(s) they attended their vaccine appointment(s) or were approved for an accommodation) when they submit CVT leave. Employees and supervisors are responsible for ensuring timesheets are submitted accurately.

5. What if I am concerned that an employee is falsely claiming CVT leave?

You should discuss this with your HR representative.

6. Can an employee code CVT leave prior to their vaccine appointment?

CVT can be used on or after an employee receives the vaccine, but not prior to.

7. Do employees need to receive approval from their supervisor to utilize CVT leave?

Yes, as with other accrued leave, employees need to have supervisor approval before taking the CVT leave. Supervisors are encouraged to work with employees to allow them use of this leave.

8. What if an employee separates from state employment, will this be paid out?

No, CVT leave will not be paid out.

9. Can an employee take the leave incrementally, or is it a 4-hour block?

This is at the discretion of the agency.

10. What if an employee cannot be vaccinated due to a health condition or religious preference?

If employees are unable to receive the vaccine due to a health condition or religious preference, they need to contact their agency HR for further guidance (agency HR should contact DHR for guidance).

11. What if an employee chooses not to receive the vaccine, or have already had COVID-19 and are being advised by a doctor to not have the vaccine?

If employees are unable to receive the vaccine due to a health condition or religious preference, they need to contact their agency HR for further guidance.

If an employee chooses not to receive the vaccine unrelated to a health condition or religious preference, they are not eligible for CVT.

12. What happens if an employee codes more than 4 hours of CVT?

The system is not designed to stop employees from coding more than 4 hours of CVT, therefore supervisors will need to review timesheets for accuracy and work with their payroll department to process any corrections.

13. Are part-time employees eligible for this leave? If so, is it pro-rated?

Yes, part-time employees are eligible. The time is not pro-rated.

14. Are temporary employees eligible?

Yes, state temporary employees are eligible.

15. Will newly hired employees be eligible for the benefit or is this just available for current employees?

Employees hired into state employment that receive or have received the vaccine prior to December 31, 2021, are eligible for the leave prior to January 31, 2022.

16. What if an employee coded 40 hours in a workweek already, can they still code 4 hours to CVT for a total of 44 hours?

No, an employee cannot code more than 40 hours in a workweek using accrued leaves. They would need to utilize the 4 hours during a different week.

17. What if an employee already received the vaccine? Do they need to go back and correct their timesheet?

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.