

Additional USDA Administrative Leave Flexibility for COVID-19 Vaccinations

The Department has authorized an additional administrative leave flexibility to further safeguard our employees and their families.

Effective August 4, 2021, USDA employees shall be granted up to 4 hours of administrative leave per vaccination event or escort of family members to receive COVID-19 vaccinations. Employees who request administrative leave under the new flexibility are limited to the time spent traveling to and from as well as time spent at the vaccination location during their scheduled tour of duty (up to 4 hours). On a case-by-case basis, additional paid administrative leave may be granted for extenuating circumstances specific to travel and time spent receiving the vaccine.

Family member is defined as an individual with any of the following relationships to the employee:

1. Spouse and spouse' parents.
2. Children and children's spouses.
3. Parents and parent's spouses.
4. Siblings and sibling's spouses.
5. Grandparents and grandchildren, and their spouses.
6. Domestic partner and partner's parents, including domestic partners of any individual listed in 1-5 above.
7. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

This new paid administrative leave flexibility is in addition to the 16 hours of paid administrative leave granted for employees to receive COVID-19 vaccinations and recovery time, if needed. There are no provisions to authorize paid administrative leave for periods outside of the employee's scheduled tour of duty. Retroactive grant of paid administrative leave prior to August 4, 2021 to escort a family member is not authorized. Intermittent employees are not eligible for this flexibility since they do not earn leave.

Employees are to use transaction code 66 Administrative Leave/Excused Absence on their timesheets for these absences.

Please direct questions regarding this notice to the Office of Human Resources via email at FSISHR1@usda.gov or call 877-FSIS-HR1 (877-347-7471), option 4.