



HUDSON CITY SCHOOL DISTRICT

Rachel M. Risetto, Human Resource Manager

215 Harry Howard Avenue

Hudson, NY 12534

Phone: (518) 828-4360 ext. 2115

Fax: (518) 697-8315

To: Hudson City School District Employees

Fr: Rachel Risetto, Human Resource Manager

Date: March 22, 2021

Re: Excused Leave for COVID-19 Vaccinations

On Friday, March 12, 2021, Governor Cuomo signed Bill S.2588-A.3354, amending the Civil Service Law and New York State Labor Law to provide paid leave time for employees to receive COVID-19 vaccinations. Employees are now entitled to **up to four hours** of paid leave time, per injection, to receive the COVID 19 vaccine.

This legislation went into effect on March 12, 2021, and will remain in effect until December 31, 2022.

Such leave will not be deducted from accrued sick leave or any other accrued leave. If an employee is absent for more than four (4) hours on the date of the vaccination, then the time will either be unpaid or charged to an appropriate category of leave (if employee has any such leave accrued).

Reporting and Documentation:

1. Submit **sick** leave requests in Wincap prior to your appointment.
2. Notify the substitute caller as appropriate and follow all other absence procedures as required by your building and by your supervisor.
3. Fill out the attached form and return it to Dawn McDonald to ensure your leave time is credited as appropriate. Attach a copy of your appointment confirmation (indicating the date and time of your appointment) **and** a copy of your vaccination card, indicating the date in which you received your vaccination **within 10 days of the leave time being taken**.

If you have any questions, please contact me at rissettor@hudsoncsd.org or at extension 2115.

