

## **Paid Leave for COVID-19 Vaccination Appointments, Including Booster Shots**

To support employees who want to get a COVID-19 vaccine or booster, or who want to get their children vaccinated, the university is giving supervisors the flexibility to allow employees to take paid time off to attend a vaccination appointment for themselves or their children and up to an additional day to recover from any potential side effects. Hourly employees should record time for personal appointments as “other leave with pay” and for their children’s appointments as “Sick Family PTO,” which a supervisor should approve.

For more information on COVID-19 vaccine and booster eligibility, [please see here](#).

If you have questions, please contact Human Resources and the Office of Institutional Equity at [hr@pfw.edu](mailto:hr@pfw.edu).