



**Administrative Leave for COVID-19 Vaccination
Available through December 31, 2021**

General eligibility requirements: Applies to employees in paid positions, including work study employees regardless of whether the employee is eligible for benefits. Applies for initial vaccination as well as additional booster.

The exception to the administrative leave is health care workers and support staff, in Health Academics and Hospitals and Clinics, who were previously offered the vaccine through the Work Wellness Center before it became available to the community.

Employees that load to Kronos:

For Both Exempt and Hourly/Non-Exempt Staff: Department to add up to 2 hours of ALP (Paid Admin Leave) in Kronos to whichever day the vaccination takes place.

Work Study employees:

Department to report **REG** (Regular) time up to 2 hours on whichever day vaccination occurs.

Employees that do not load to Kronos but track time manually through department:

Administration, Faculty, Post-Docs, Research Associates, Housestaff:

Department to track up to 2 hours of ALP manually.

University Human Resource Management

250 East 200 South, Suite 125, Salt Lake City, Utah 84111

Hours: 8:00 am - 5:00 pm, Monday-Friday

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