

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>BOOSTED SUPPLEMENTAL LEAVE</b>	Policy 4.02.21
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1. Purpose – Southwestern Community College believes people who are vaccinated and boosted against COVID-19 are less likely to become severely ill from COVID. A booster shot protects the health of our employees.

SCC encourages a booster shot and will provide employees receiving a booster with eight (8) hours of fully paid leave.

2. Eligibility

- a. Boosted Supplemental Leave is available only to full-time, leave accruing permanent, probationary, or time-limited employees. Temporary employees, interns, part-time, and contractors are not eligible for Boosted Supplemental Leave.
- b. New employees hired by August 31, 2022 are eligible for leave upon their active employment date.
- c. To qualify for the leave, an eligible employee must submit documentation of having obtained their first booster shot as defined by the Centers for Disease Control and Prevention. Documentation must be submitted on or before August 31, 2022.
- d. Employees boosted before this policy was adopted, but not after August 31, 2022, are eligible.

3. Amount of Leave

- a. Full-time current employees will receive eight (8) hours of Boosted Supplemental Leave after providing required documentation.
- b. Employees are only eligible for this leave once, regardless if they have received multiple booster shots.
- c. Boosted Supplemental Leave has no cash value and is forfeited if not used by March 31, 2023.
- d. Leave cannot be transferred to other employees.

4. Use of Leave

- a. Boosted Supplemental Leave may be used for any purpose.
- b. Leave must be used as a full day. Incremental use is not allowed.

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5. Approval of Leave

- a. Employees must receive prior approval from their immediate supervisor to use this leave.

Legal Citation: Executive Order No. 257, §1 (May 4, 2022)

Adopted: August 9, 2022

Effective: August 1, 2022