

Memorandum



Metropolitan Transportation Authority

State of New York

Date March 29, 2021

To Agency Presidents
Agency People Leads
Agency LR Leads
HR Operations & Analytics
BSC Employment & Benefits

From Paul Fama, Chief People Officer

A handwritten signature in black ink that reads "Paul Fama".

Re COVID-19 Vaccination Leave/COVID-19 Vaccination Pay

1. Four Hours of Leave During Work Hours

Effective on March 12, 2021, all employees will be provided with a paid leave of absence from their job duties or service for a sufficient period of time, not to exceed four hours per vaccine injection, in connection with receiving a COVID-19 vaccination (“COVID-19 Vaccination Leave”). This time will be excused leave and will not be charged against an employee’s leave balances.

In order to receive COVID-19 Vaccination Leave, employees must submit proof of each vaccination injection by submitting their CDC vaccination card through the MTA Vaccine Portal or as otherwise directed by their managers or supervisors.

In order to consistently deliver reliable service to our customers, all employees wishing to take COVID-19 Vaccination Leave must provide at least seven (7) calendar days advance notice to their direct supervisor or manager of the intent to use COVID-19 Vaccination Leave and the expected date of the leave. If unable to so, notice must be provided as soon as practicable. In cases where an employee’s selected leave date impacts operations, agencies may work with the employee to reschedule the date if possible.

2. Two Hours Pay During Non-Work Hours – Represented, Operating Employees ONLY

Instead of receiving COVID-19 Vaccination Leave, represented, operating employees have the option of instead scheduling their vaccination(s) on their days off or outside their scheduled shift/tour of duty. In that case, these employees may only receive two (2) hours of pay at their regular rate of pay (straight time) (“COVID-19 Vaccination Pay”).

In order to receive COVID-19 Vaccination Pay, employees must submit proof of each vaccination injection by submitting their CDC vaccination card through the MTA Vaccine Portal or as otherwise directed by their managers or supervisors.

For any one COVID-19 vaccine injection, an employee cannot receive BOTH COVID-19 Vaccination Pay and COVID-19 Vaccination Leave.

COVID-19 Vaccination Pay is only available to represented, operating employees who meet the above conditions.