
Vaccination Appointments – COVID-19

Section: Administrative

These interim guidelines will be reviewed periodically and are subject to change. If any provision in these interim guidelines is inconsistent with the requirements of any applicable laws, including applicable employment standards legislation, then the legislation will apply to the extent of the inconsistency.

Purpose

To support the BC Government's [COVID-19 Immunization Plan](#), the Library is implementing interim guidelines to accommodate employees who require flexibility in their work schedules to receive a vaccine in a timely manner and where this can be operationally supported.

Guiding Principles

This is a framework for employees participating in the province's *Immunization Plan*, and supports the Library's efforts to promote public health and to ensure the health, safety and well-being of our employees and our workplace to the greatest extent possible.

Scope

The guidelines apply to all employees of the library.

Guidelines

The guidelines will apply where either one or two doses are required, and applies to employees working either onsite at the library or remotely, during the pandemic.

Flexible Work Arrangements for Vaccination Appointments

Where possible, employees are encouraged to book their vaccination appointments outside of their regular work hours. If booking an appointment outside of work hours will unreasonably delay or prevent the employee from receiving a vaccination, the following arrangements are provided below:

1. Where operationally feasible, employees can request approval from their manager to reasonably **adjust their shift** to accommodate their vaccination appointment.
2. If the employee's shift cannot be adjusted, an employee can request to **make up the time** missed from work to attend a vaccination appointment, up to a maximum of three (3) hours. This includes travel time to and from the closest

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possible vaccination site to the library. Any additional time that is required over the three (3) hours may be coded to a vacation bank, banked overtime or as unpaid leave.

3. If an employee cannot book their vaccination appointment outside of work hours and their role does not allow for making up time or adjusting their shift, they can **use up to a maximum of three (3) hours of sick leave** (paid or unpaid).

Employees will not be reimbursed for mileage to travel to/from their vaccination appointment.

Approval to Attend Vaccination Appointment

If a flexible work arrangement is required to attend a vaccination appointment, or to use banked or unpaid time, employees must receive advance approval from their manager.

Requests for time off to attend a vaccination appointment should follow the regular process for requesting time off (use the absence request form).

Side Effects from the Vaccine

Should employees experience side effects after receiving the vaccine that prevent them from attending work, they can use their sick leave bank (paid or unpaid).

Reporting

For operational and health and safety planning purposes, including meeting the requirement on the Library to put in place the necessary steps to protect everyone, employees who receive the vaccine are requested to advise the Library. This information will only be collected, recorded and used for the purposes specified here, and as otherwise, in accordance with applicable privacy laws. Unless otherwise permitted by applicable privacy laws, the information will also only be shared with managers on a need to know basis in line with operational and health and safety planning. To keep the information secure and accessible only to those who require it, this information should be provided to Leanna Wright, Manager of Administrative Services at lwright@cnv.org.

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