

From: [FSIS User Information - FSIS](#)
To: [FSIS - All FSIS Employees](#)
Subject: Interim USDA Guidance on Administrative Leave for COVID-19 Vaccinations
Date: Thursday, February 11, 2021 10:06:24 AM

******* Please do not respond to this mailbox. Thank you. *******

Dear Colleagues,

COVID-19 vaccines that are currently available in the United States have proven to be highly effective at preventing the contraction of this infectious disease and may keep individuals from getting seriously ill. Getting vaccinated also protects those who are at increased risk for severe illness from COVID-19. FSIS encourages employees to get vaccinated when it is their turn and managers may authorize up to 4 hours of administrative leave for them to do so for each dose. This includes travel time to and from the vaccination site. However, managers have flexibility in compelling circumstances to grant additional leave, so please discuss individual situations with your immediate supervisor.

The administrative leave is authorized regardless of whether an employee is performing work on site or in a telework status and is retroactive if you already received the vaccine. For those who have already received the vaccine, please follow the normal process to submit a corrected timesheet to FSC. If you have questions or concerns, please contact your supervisor for more details.

Sincerely,

Paul Kiecker
Acting Deputy Under Secretary for Food Safety

Terri Nintemann
Acting Administrator

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