

Workplace Safety – Vaccination Requirement Reminder

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OFFICE OF ADMINISTRATION



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Greetings,

In complying with the [Executive Order](#) for federal workers to be fully vaccinated by November 22nd, we want to remind employees of upcoming vaccination deadlines. Employees should adhere to the deadlines below unless, in limited circumstances, they are requesting a legal medical or religious exception. If requesting a medical or religious exception, please refer to the guidance sent on October 13th from the Office of Administration.

- **October 11th (past deadline)** – employees receiving the Moderna vaccine should have received the first dose already.
- **October 18th** – deadline for employees to receive the **first dose of Pfizer-BioNTech COVID-19 Vaccine**. This deadline is quickly approaching so please schedule appointments soon.
- **November 8th** – deadline for employees to receive the **first (only) dose of Johnson and Johnson COVID-19 Vaccine**, and the **second dose for both Moderna and Pfizer vaccines**.
- More vaccine information is available at [Interim Clinical Considerations for Use of COVID-19 Vaccines | CDC](#).

For additional information on the vaccine types, you can visit CDC's [vaccine page](#). If you need help finding a location to receive the COVID-19 Vaccine, please visit CDC's [Vaccine Finder](#) to locate a site near you or call 1-800-232-0233 (TTY 888-720-7489).

Vaccine-Related Leave

- To facilitate expeditious vaccination of the federal workforce, employees are allowed to receive COVID-19 vaccination doses on duty time. In most circumstances, employees will be allowed up to four hours to travel to the vaccination site, complete a vaccination dose, and return to work (for two-dose series vaccines, up to four hours are allowed for each dose). If an employee needs to spend less time getting the vaccine, only the needed amount of duty time will be allowed.
- If an employee experiences an adverse reaction to a COVID-19 vaccination dose that prevents them from working, they may be granted up to two workdays of administrative leave.
- If accompanying a family member to receive a COVID-19 vaccine, employees may be granted up to four hours of administrative leave per dose for each family member the employee accompanies. For this purpose, a “family member” is an individual who meets the definition of that term in OPM’s leave regulations ([see 5 CFR 630.201](#)). If an employee needs to spend less time accompanying a family member who is receiving the COVID-19 vaccine, only the needed amount of administrative leave will be granted.
 - Employees will not be credited with administrative leave or overtime work for time spent outside their tour of duty helping a family member get vaccinated.
 - This policy applies to covered vaccinations received after July 29, 2021.

- Employees must obtain advance approval from their supervisor before using administrative leave for COVID-19 vaccination purposes.
- The Administrative leave granted under this guidance is specific to the current COVID-19 pandemic situation and is subject to change based on updates by the Safer Federal Workforce Task Force.

As a reminder, employees will be required to provide proof of vaccination. Additional information regarding the submission of accepted documentation will be provided in the near future. Employees can find further guidance on vaccination requirements, vaccine-related leave, and required documentation by visiting the [Safer Federal Workforce Task Force FAQ](#) site.

Thank you.