



**EMPLOYEE REQUEST FOR USG VACCINE ADMINISTRATIVE LEAVE**

Employee Name:	
Employee Phone #:	Email Address:
Department Name:	
Name of Supervisor:	

In alignment with the intent of the Governor's COVID-19 Vaccination Day for state employees, the University System of Georgia (USG) is providing up to a maximum of eight (8) hours of Vaccine Administrative Leave to USG employees. This leave is available between September 1, 2021 and December 31, 2021.

I am requesting Vaccine Administrative Day Leave on a continuous  or intermittent  basis for the following dates:

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_ Number of hours: \_\_\_\_\_

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_ Number of hours: \_\_\_\_\_

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_ Number of hours: \_\_\_\_\_

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_ Number of hours: \_\_\_\_\_

Total number of hours: \_\_\_\_\_

I understand that any unused portion of Vaccine Administrative Leave will expire (and will no longer be available for use) after December 31, 2021, and that the leave will not be paid out upon separation from employment.

\_\_\_\_\_  
Signature of Employee \_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Supervisor \_\_\_\_\_  
Date

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**NOTE TO EMPLOYEE:** Provide this form to your supervisor for approval and entry in OneUSG Connect. Once approved, send a copy to Human Resources at [jason.jones@uga.edu](mailto:jason.jones@uga.edu). Please retain copies of all information for your records.