



CITY OF LAKE FOREST

800 North Field Drive, Lake Forest, Illinois 60045
p: (847) 810-3533 | e: hr@cityoflakeforest.com

www.citylf.org

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Temporary COVID-19 Vaccination Incentive Policy

The City of Lake Forest ("City") recognizes the ongoing workplace dangers posed by the COVID-19 virus and its variations ("COVID") and is committed to following all currently recommended workplace safety measures. Although the City does not currently require its employees to be vaccinated against COVID, the City acknowledges the benefits afforded by a vaccinated workforce as a way to minimize the spread and adverse effects of COVID. At the same time, the City recognizes that some employees may be hesitant to obtain COVID vaccinations.

In order to encourage City employees to become vaccinated against COVID, and to compensate employees for any perceived physical disadvantages (including pain, side effects, etc.) of the COVID vaccine, the City has temporarily implemented the following policy that will afford vaccinated employees or those employees pursuing full vaccination a certain amount of paid administrative leave in connection with COVID-related illnesses and/or quarantine needs. This policy and the benefits described herein are effective starting the first full payroll in 2022 and will expire at 11:59 pm on December 31, 2022. The City may modify the policy at any time.

Required Documentation:

In order to use the paid administrative leave benefits described in this policy, eligible employees must present valid documentary proof that:

1. they are vaccinated against COVID and have had an appropriate COVID booster shot as recommended by the IDPH and/or CDC; **or**
2. they have received the first or second dose in the vaccination series and are working towards becoming fully vaccinated.

Employees shall submit a copy of their vaccination card to the Human Resources Department when the full vaccination series has been completed, including a booster vaccination. Unvaccinated employees do not need to submit any documentation, unless they seek paid administrative leave to receive a vaccine, in which case the employee must submit their vaccination card to the Human Resources Department to show proof of vaccination. The employee will be required to obtain and maintain the necessary dosing series for the vaccine that they receive (including any and all booster shots), per public health guidelines from the U.S. Centers for Disease Control and Prevention. The vaccination card is considered protected health information and will be maintained in the employee's secure medical file.

Paid Administrative Leave:

Eligible full-time City employees will be entitled to use up to 40 hours of paid administrative leave at their current hourly rate of pay for any or all of the reasons described below without the need to draw from their vacation, sick or other accrued leave banks. The paid administrative leave is capped at a cumulative total of 40 hours regardless of the number of reasons for which the eligible employee might qualify. These 40 hours are not transferable and/or subject to carry-over beyond December 31, 2022. Nor are they subject to cash out upon an employee's separation from employment.

Approved Reasons for Paid Administrative Leave:

For the purpose of this policy, the City's definition of "fully vaccinated" is defined as:

1. Two weeks after the second dose in a two-dose series, such as Pfizer or Moderna vaccines, but not more than six months after the second dose, and have had an appropriate COVID booster shot as recommended by the IDPH and/or CDC; **or**
2. Two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, but not more than two months after the vaccination, and have had an appropriate COVID booster shot as recommended by the IDPH and/or CDC

Full time, fully vaccinated employees can use the paid administrative leave described in this policy for absences necessitated by:

1. Up to four (4) hours per dose to receive any booster shots that are needed to maintain status as a fully vaccinated employee. Only the actual time necessary to travel to and from the vaccination site and receive the booster shall be counted as paid administrative leave. If employees desire to get a booster shot during their regular work hours, employees must coordinate the time and location of the booster with their supervisor to minimize disruption to the City's operations.
2. Up to two (2) consecutive calendar days following a COVID vaccination or booster shot, that results in physical side effects preventing the employee from performing his or her essential job duties; and/or
3. A "breakthrough" case of COVID that prevents the employee from performing his or her essential job duties which requires quarantine (as recommended by the U.S. Centers for Disease Control ("CDC") and/or the Illinois Department of Public Health ("IDPH")).

Full time, unvaccinated employees will be eligible for the following consideration:

1. Up to four (4) hours per dose to receive a vaccination shot to work towards becoming fully vaccinated. Only the actual time necessary to travel to and from the vaccination site and receive the vaccination shall be counted as paid administrative leave. If employees desire to get a vaccine during their regular work hours, employees must coordinate the time and location of the vaccination with their supervisor to minimize disruption to the City's operations.
2. Up to two (2) consecutive calendar days following a COVID vaccination or booster shot, that results in physical side effects preventing the employee from performing his or her essential job duties.

Work-From-Home Accommodations in Lieu of Paid Administrative Leave:

The City reserves the right to require eligible employees who are quarantined due to exposure to individuals with COVID to work remotely or fully isolated on-site work in lieu of using the paid administrative leave described in this policy. Such remote work or fully isolated on-site work arrangements will be considered on a case-by-case basis.

FMLA Designation:

Use of the paid administrative leave under this policy for COVID-related illnesses will be designated for protection under the Family and Medical Leave Act (FMLA) depending on whether the employee and underlying medical condition meet the applicable FMLA criteria.

Nothing in this policy prohibits unvaccinated employees from using accrued leave time (e.g., sick, vacation, personal days, etc.) to cover absences necessitated by COVID-related illnesses and/or quarantine needs.

The City reserves the right to interpret and apply the above terms as it deems appropriate, and the terms are subject to change without notice. The terms of this policy are potentially subject to collective bargaining with the exclusive representatives of the City's bargaining unit employees.