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Administrative Leave for September 3, 2021

Governor Brian P. Kemp announced on Monday, August 16, 2021, that state offices will be closed on Friday, September 3, 2021, to allow employees the opportunity to receive a COVID-19 vaccination. With the exception of essential employees required to work, all employees regularly scheduled to work on September 3, 2021, including hourly and temporary employees, will be provided administrative leave. As noted in a memo to Agency Heads by Director Farr (accessible [here](#)), essential employees who must work on September 3 will be provided eight (8) hours of administrative leave for the opportunity to receive a vaccination on a later date. Please see the below Frequently Asked Questions regarding the administration of this leave.

Frequently Asked Questions

Q1: How should agencies record this administrative leave in Time Keeping Systems?

A1: Agencies utilizing the PeopleSoft / TeamWorks system will receive further guidance from the State Accounting Office. Agencies utilizing other time keeping systems should identify a manner in which to track the amount of leave provided to employees for this purpose.

Q2: Will employees who have already received a COVID-19 vaccination also be allowed administrative leave on September 3, 2021?

A2: Yes. All employees regularly scheduled to work, except for essential

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Q3: Must employees utilize the September 3 absence to receive a vaccination?

A3: No. However, the Governor has continued to encourage all Georgia citizens to consult with their medical professional about the impacts of COVID-19 and the safety and effectiveness of the vaccine and to get vaccinated.

Q4: Will hourly and temporary employees be provided administrative leave on September 3, 2021?

A4: Yes. All employees scheduled to work on September 3, 2021, (except for essential employees required to work) will be provided administrative leave.

Q5: How should agencies determine the number of hours of pay to provide hourly employees for the September 3 absence?

A5: Hourly employees should be provided the number of hours already scheduled for September 3.

Q6: Will rehired retirees be provided administrative leave on September 3, 2021?

A6: Yes.

Q7: Will an employee working an alternate schedule (four 10-hour days or nine 9-hour days) with a Friday, September 3, scheduled “alternate off day” be provided administrative leave to use at a later date?

A7: No. Only employees scheduled to work on September 3 will be provided administrative leave. Such employees will not be provided administrative leave to take at a later date for this purpose.

Q8: If an employee normally works a 10-hour per day schedule and is scheduled to work on September 3, must he or she utilize two (2) hours of accrued leave?

A8: No. Employees should be provided the amount of administrative leave necessary to provide September 3 off of work.

Q9: If September 3 is an employee’s first or last day of employment should he or she be provided administrative leave?

A9: Yes. If the employee is scheduled to work on September 3 he or she should be provided administrative leave.

Q10: Should an employee already scheduled for paid or unpaid leave September 3, 2021, now receive administrative leave?

A10: Yes. Administrative leave should be provided to employees that normally would have been scheduled to work but arranged to be on paid or unpaid leave on September 3 prior to the announcement of the September 3 administrative leave day.

Q11: How are essential employees designated?

A11: Essential employees are employees determined by the agency to be essential to continue certain functions. Agencies should also refer to internal agency policy regarding the designation of essential staff.

Q12: How long do essential employees who must work on September 3 have to take their eight (8) hours of administrative leave to make their vaccination plan?

A12: Essential employees that work on September 3, 2021, will have one (1) year to take the administrative leave to make their vaccination plan. Such employees should follow the employing agency's leave request policies in requesting the absence from work.

Q13: If an essential employee works less than eight (8) hours on September 3, will the employee have the ability to use the remaining hours at a later date?

A13: Yes. Essential employees working less than eight (8) hours on September 3 will have the ability to take the number of hours they actually worked on September 3 to utilize at a later date for the opportunity to receive a vaccination.

Q14: May an essential employee that works a full day on September 3 utilize the eight (8) hours of administrative leave given for use on a later date in increments of less than eight (8) hours?

A14: No. Except for the circumstance where an essential employee worked less than a full day on September 3, the eight (8) hours of administrative leave should be taken by essential employees in a full eight (8) hour block.

Q15: Will the leave provided for vaccinations in Executive Order 03.31.21.01 under which non-temporary employees may request up to eight (8) hours of administrative leave to receive a COVID-19 vaccination and up to sixteen (16) hours for recovery from any negative side effects

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A15: Yes. So long as the availability of the administrative leave provided under Executive Order 03.31.21.01 is renewed per executive order, it will continue to be available for request and usage.

The Department of Administrative Services (DOAS), Human Resources Administration (HRA) is providing this advisory for your awareness.

If you have questions or need more information, please contact us at hra@doas.ga.gov, (404) 656-2705, or (877) 318-2772.

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