

Extension of Expanded Workplace Flexibilities and Time Charging Guidance for Vaccinations

This message is intended for all DOL Federal employees.

Dear Colleagues:

Last week, Assistant Secretary for Administration and Management Rachana Desai Martin announced a delay in the Department's planned reentry timeframes. **Phase 1 of reentry will now begin no earlier than January 3, 2022.**

Extension of Expanded Workplace Flexibilities:

To address employee and management concerns regarding the expiration of the Resumption of On-Premises Work MOU, which includes the expanded work schedule flexibilities, the parties successfully modified the Resumption of On-Premises Work MOU to reflect the guidance and protocols in [DOL's Internal Reentry and Post-Reentry Future of Work Plan](#) and [Workplace Safety Plan](#) and extended the expanded work schedule flexibilities until the first business day of Phase 1.

Subject to the terms and procedures outlined in the MOU, employees may continue to use these expanded workplace flexibilities with supervisory approval:

1. Expanded work band from 5:00 a.m. – 10:00 p.m.
2. Removal of core hours Tuesday – Thursday in addition to Mondays and Fridays.
3. Mid-day flex break any day of the week instead of only on Mondays and Fridays, and this flexibility is now also available for NCFLL bargaining unit employees.

More information on expanded workplace flexibilities can be found on [LaborNet](#). Questions regarding the flexibilities may be sent to [REDACTED]

Updated Guidance on Leave for COVID-19 Vaccinations:

Retroactive to **September 9, 2021**, employees must use duty time rather than administrative leave to receive required doses of the COVID-19 vaccine administered during their basic tour of duty. Required doses are those necessary to comply with the current Centers for Disease Control and Prevention definition of fully vaccinated (two weeks after two doses of the Pfizer/COMIRNATY vaccine, two doses of the Moderna vaccine, two doses of the AstraZeneca/Oxford vaccine, or one dose of the Johnson and Johnson vaccine). Under this authority, an employee may use up to 4 hours of duty time per dose of the COVID-19 vaccine, not to exceed a maximum of 8 hours total for multiple doses, including travel to and from vaccination appointments. If an employee spends less time getting the vaccine, only the needed amount of duty time will be allowed. Time needed in excess of four hours may be granted, at the employee's request, as annual leave, sick leave, or other forms of paid or non-paid leave. If, due to unforeseen circumstances, an employee is

unable to receive a required vaccination dose during their basic tour of duty hours, overtime policies apply including the requirement for supervisor pre-approval. [Additional guidance on using duty time for vaccination](#) purposes can be found on LaborNet.

As outlined in previous announcements, the Department is continuing to grant administrative leave for employees to receive an additional dose of the COVID-19 vaccine (e.g. a booster shot), to take a family member to receive any dose of the COVID-19 vaccine, and for employees who may experience side effects (e.g., fever, chills, headache) following receipt of a vaccination dose. The amount of administrative leave varies, and full guidance on these policies can be found on [LaborNet](#) under Employee Messages.

As a reminder, all federal employees must be fully vaccinated by November 22, 2021. To find a vaccine for yourself or a family member, search [vaccines.gov](#); text your zip code to 438829; or call 1-800-232-0233. Questions regarding this policy may be sent to [REDACTED] or [REDACTED]

Sincerely,

Sydney T. Rose | Chief Human Capital Officer

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Questions? [View the LaborNet page](#) or email us at [REDACTED]

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