

How to Record Paid Time Off for COVID-19 Vaccinations

Effective immediately, Creighton is providing paid time off for employees to receive their primary dose or doses of the COVID-19 vaccines in accordance with federal guidelines. Employees will be provided up to four hours of excused time to receive each dose of vaccine.

If the employee is absent due to side effects associated with receiving the vaccine, the employee may use accrued sick leave. If the employee has insufficient accrued sick leave to cover the absence, the University will permit employees to use excused time for up to 16 hours, less any available accrued sick leave.

Employees should work with their managers in scheduling their primary vaccination(s) and recording excused time off in myHR as follows:

1. Log in to [myHR](#) and click on the “Time and Absences” icon.
2. Click on “Add Absence.”
 - a. For absences related to getting the vaccine, under the absence type drop-down menu, select “excused.”
 - i. Complete the information for the absence duration, up to four hours.
 - ii. Under the details, select the appropriate reason for the absence: COVID vaccine.
 - iii. Click “Submit” in the upper right-hand corner.
 - b. For absences related to vaccine side effects, under the absence type drop-down menu, select “sick.”
 - i. Complete the information for the absence duration.
 - ii. Click “Submit” in the upper right-hand corner.
 - c. If the employee has insufficient accrued sick leave at the time of the absence, the gap between accrued time and 16 hours may be separately entered as “excused” time.
 - i. Select “excused” under the absence type drop-down menu.
 - ii. Complete the information for absence duration not already covered by sick leave, up to 16 hours.
 - iii. Under details, select the appropriate reason for absence: COVID Vaccine Side Effects.
 - iv. Click “Submit” in the upper right-hand corner.

Note that this only applies to primary vaccination dose(s) and does not apply to third or booster doses, because, at this time, boosters are not required under the federal guidance. This process will be adjusted accordingly with any changes to the federal guidelines.