



Unified Court System

OFFICE OF COURT ADMINISTRATION

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MEMORANDUM

To: All Nonjudicial Personnel

From: Carolyn Grimaldi, Esq., Director of Human Resources 

Date: January 15, 2021

Subject: COVID-19 Vaccination Policy

Earlier this week, we notified you that we have interpreted NYS Department of Health publications and guidance to conclude that **all nonjudicial UCS personnel (hereafter, “Eligible Employees”)** are currently eligible for the COVID-19 vaccine in Phase 1b of its vaccine distribution plan.¹ While vaccination is not mandatory at this time, in furtherance of our collective efforts to stop the spread of this virus and ensure the health and safety of our colleagues, court users and home communities, the UCS strongly encourages all employees to be vaccinated and to do so as early as is possible/practicable. Employees are responsible for making their own arrangements for vaccination.²

With the goal being the widest possible vaccination of Eligible Employees at the earliest possible time, the UCS COVID-19 Vaccination Policy (“Policy”) is as follows:

UCS COVID-19 VACCINATION POLICY (NONJUDICIAL PERSONNEL)

1. All Eligible Employees are encouraged to register for their initial COVID-19 vaccination as soon as possible and schedule their vaccination for the earliest convenient date.
2. Because of the negative operational impact that will likely result if all Eligible Employees were released from work for their vaccination appointments, it is strongly recommended that such appointments be made for non-working times, e.g. before/after work hours, weekends, Regular Days Off (RDOs), etc.
3. Eligible Employees that are unable to obtain an appointment outside of work hours should attempt to schedule their appointment at a time that creates the least disruption to court/office operations as is possible/practicable, e.g. the very beginning or end of the shift, days employees are assigned to work remotely and not otherwise scheduled to cover virtual proceedings, appearances, conferences, etc. Appointments for vaccination are considered “doctor’s appointments” for which sick leave should be charged in accordance with existing time and leave policies.³

¹ The Court System is working diligently to ensure the eligibility of all judges to receive the vaccine as soon as possible. Currently, all persons 65 and older, as well as persons with immuno-compromised conditions, are vaccine eligible. *See* <https://covid19vaccine.health.ny.gov/phased-distribution-vaccine#phase-1a---phase-1b>.

² Appointments may be scheduled on the State’s or New York City’s vaccination website at: <https://covid19vaccine.health.ny.gov> or <https://www1.nyc.gov/site/doh/covid/covid-19-providers-vaccines.page>.

³ Or where sick leave is not available, such other leave accruals as may be appropriate.

4. Employees that must schedule their appointments during work hours shall notify their supervisor of the date and time of the appointment as soon as it is known by the Employee to allow for appropriate planning and ensure that there is adequate court/office coverage. Employees that, as of receiving this Memorandum, have already scheduled their appointments should notify their supervisor immediately.
5. a. Employees that submit proof to their local HR Administrator of being vaccinated on a date/time outside of their regular work hours will be credited with 3.5 hours of Compensatory Time.
b. Employees that submit proof to their local HR Administrator of being vaccinated on a date/time that they were scheduled to work and therefore, charged their sick leave (or other leave) accruals, will have their sick leave (or other leave) accruals restored, as may be applicable, up to a maximum of 3.5 hours, e.g. an employee that charged 2 hours of sick leave to attend their COVID-19 vaccination appointment will have 2 hours of sick leave restored to their accrual balances.
6. This Policy is applicable to Eligible Employees scheduling and/or receiving their first and/or second doses of the COVID-19 vaccine, as may be required, to complete their initial vaccination. It does not apply to future annual/periodic COVID vaccination practices, if any.
7. This Policy shall be effective January 11, 2021. Unless otherwise determined by the Court System, this Policy shall sunset and be of no further force or effect after the close of business on March 31, 2022.

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Employees with questions regarding this Policy should contact their supervisor or local HR Administrator.

Kronos guidance for local HR Administrators will be issued shortly. In the meantime, should local HR Administrators have any questions about this Policy or how to handle timecards for Eligible Employees submitting proof of vaccination, please contact the Division of Human Resources at 212-428-2515 or OCA-HR@nycourts.gov.