



UNITED PROBATION OFFICERS ASSOCIATION
2510 Westchester Avenue -Suite 207
Bronx, NY 10461
(212) 274-9950

Attention UPOA Brothers and Sisters

Beginning today, Monday, January 11, DOP staff working in the Probation Officer Title Series will be eligible for the COVID-19 vaccination:

General Vaccine Information

In December 2020, the United States Food and Drug Administration approved emergency administration of two vaccines shown in clinical trials to be effective in creating an immunity against COVID-19 in large segments of the population, with the expectation that other vaccines may become available in coming months. Effective administration of the vaccines currently approved for use requires an initial injection of the vaccine followed by a second injection three to four weeks after the initial injection. The vaccines will initially be made available according to a schedule that prioritizes administration based on such factors as the incidence of a person's exposure to the virus as a result of his or her occupation as a provider of medical services or his or her institutional confinement, or a person's susceptibility to the debilitating effects of the disease due to the presence of underlying co-morbidities or the person's advanced age. The long-term goal is to effectuate the immunization of the vast majority of residents of the country against the coronavirus and thereby eradicate the disease.

Scheduling the Vaccination

For those eligible DOP employees (Probation Officer Title Series staff only) who wish to be vaccinated, the City has established five vaccination locations specifically for *eligible City employees*:

Bronx: Taft High School Campus - 240 East 172nd Street
Brooklyn: Wingate High School - 600 Kingston Avenue
Manhattan: Brandeis High School - 145 West 84th Street
Queens: John Adams High School - 101-01 Rockaway Boulevard
Staten Island: Susan E. Wagner High School - 1200 Manor Road

Eligible DOP employees (Probation Officer Title Series staff only) who wish to be vaccinated can also use any of the three links to schedule a no-cost vaccination:

1. vaccinefinder.nyc.gov

When using this website: Choose "Public Safety Worker" under "Type of Work"

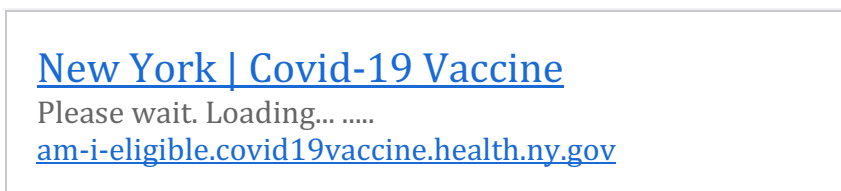
[NYC COVID-19 Vaccine Finder](https://vaccinefinder.nyc.gov)



2. am-i-eligible.covid19vaccine.health.ny.gov

When using this website: Answer "No" to "Are you a First Responder?," Answer "Yes" to "Are you employed by a Corrections Agency?" and Choose "Local Probation Department"

[New York | Covid-19 Vaccine \(ny.gov\)](https://am-i-eligible.covid19vaccine.health.ny.gov)



3. vaccinepod.nyc.gov



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When using this website: Create an Account which you will have to verify using your e-mail address. Choose the "First Dose COVID Vaccine for NYC Employee Option" and "Public Safety Worker" under "Type of Work"

In an effort to encourage and facilitate the expeditious vaccination of City employees in order to protect the workplace and City residents in general, those who receive the vaccination during working hours will be entitled to a combination of excused leave and/or compensatory time as follows:

City Vaccination Leave Policy

Excused Leave: An employee may take up to two hours of excused leave for travel during scheduled work hours to the administration site and receipt of the vaccination for each required administration of the vaccine. *To the extent practicable, an employee should notify his or her supervisor at least three calendar days before the scheduled administration of the vaccine and schedule the excused leave for a time that minimizes interference with agency operations.* The employee must provide documentation of the scheduled vaccination at the time he or she notifies the supervisor of the need for excused leave, and provide documentation of the receipt of each required vaccination, including the date and time of administration, signed by the provider or the provider's agent. Employees are excused only for the time required to receive the vaccine, including travel to and from the vaccination site, up to a maximum of two hours for each administration. Any additional time off must be charged to the employees' leave balances. An employee who receives administration of a vaccination during non-working hours shall not receive excused leave for such administration.

Compensatory Time: Upon the employee's submission of documentation that he or she has received all injections of the vaccine required by the protocol for the vaccine administered to the employee (e.g. after confirmation of the both the first and second dose, if the protocol requires two injections), the employee shall be credited with three hours of compensatory time. Employees are eligible to receive compensatory time upon the receipt of the vaccine whether it was received during

work hours or non-working hours. This compensatory time can be used at the employee's discretion, subject to agency approval, immediately after donation or banked for up to one year. An employee cannot be paid for this time in lieu of taking it off.

Though availability is limited in the initial stages of the vaccination program, additional populations will become eligible as the vaccine supply increases. Those who are currently eligible are strongly advised and encouraged to consider vaccination. When you get vaccinated, you are helping to protect yourself and your family, friends, and your coworkers. You are also helping to make your community safer. In clinical studies, the vaccines were more than 94 percent effective at protecting participants from COVID-19. They were also shown to be safe and that you cannot get COVID-19 from them.

While the vaccination process is underway, and even after you are vaccinated, all COVID-19 safety protocols and prevention steps (stay home if you are sick, wash your hands, wear a face covering, keep physical (social) distance from others, etc.) remain in full effect.

We will provide further information on additional options to get vaccinated as it becomes available. If you have any questions about vaccine eligibility or the associated leave policy, please contact DOP Human Resources.

Dalvanie K Powell

President

UPOA
