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November 30, 2021

Department of Administration Organizational Circular: 2021-025C

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 11/30/21

MEMORANDUM

To: All Line Departments and Agency Heads
 From: Director, Department of Administration
 Subject: **Authorization for Administrative Leave for COVID-19 Vaccination Booster Shot and Vaccination of Employee's Minor Children**

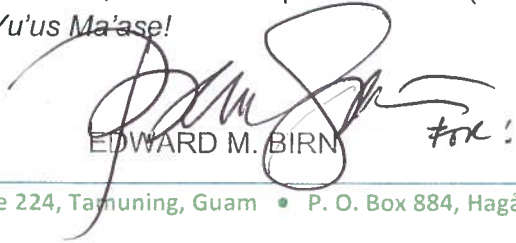
Buenas yan Hafa Adai! This is issued as an addendum to Department of Administration (DOA) Organizational Circulars: 2021-025, 2021-025A, and 2021-025B which were issued based on Executive Order 2021-17. This addendum as well as previously issued circulars are available on the Human Resources Division's web site: <http://hr.doa.guam.gov/resources/>, click on "DOA HR CIRCULARS", which is located on the right side of the page to download.

Line Department and Agency Heads are authorized to grant their employees three (3) hours of administrative leave or actual time taken, whichever is less with pay to:

1. Receive a COVID-19 vaccination booster shot according to the Department of Public Health & Social Services (DPHSS) guidance.
2. Take their minor children (17 years old and younger) to receive their COVID-19 approved vaccine based on DPHSS guidance. Employees must be either the parent, or legal guardian.

Employees are encouraged to consult current DPHSS guidance as applicable, to verify their eligibility to receive the booster shot, and/or to verify their child's eligibility to receive the vaccine before requesting to take administrative leave. Employees must show proof as applicable of their booster shot vaccination and/or their minor child's shot vaccination to their supervisor, and provide proof to their Vaccination Status Coordinator (who shall confidentially maintain such information) as part of the administrative leave approval process. Employees who do not provide proof shall be charged sick, or annual leave as appropriate.

For any questions, please contact Mr. Francis Flisco, Personnel Specialist IV at (671) 475-1174, or via email at: francis.flisco@doa.guam.gov. *Si Yu'us Ma'ase!*


 EDWARD M. BIRN