


MEMORANDUM

To: Agency Personnel Officers

From: Barbara Dannenberg, Deputy Commissioner for Human Capital 

Date: November 9, 2021

Subject: Mayor's Personnel Order 2021/2

Mayor's Personnel Order (MPO) No. 2021/2 authorizes excused leave for City employees to vaccinate their dependent children. This Order is dated 11/8/21 and is effective immediately.

This memorandum gives an overview of the Order and provides answers to frequently asked questions. Agency Personnel Officers should ensure that all agency employees receive guidance regarding this Order.

1. Q: Are part-time employees covered by this order? What about College Aides and interns?
A: Part time employees, College Aides, and paid interns are eligible to receive the excused time off.
2. Q: An employee used their leave bank to take their child to be vaccinated prior to 11/4; can the leave be restored?
A: No. Employees may only receive excused leave as of the date of this Order.
3. Q: Can an employee use this leave to care for a child experiencing side effects from the vaccine?
A: Employees should use existing eligible leave balances, such as sick leave for a family member.
4. Q: If the child can receive the vaccination at their school, can the employee use excused leave to be there?
A: This leave may be used to take time off work to accompany their child to receive the vaccine from any approved provider, including schools.
5. Q: What proof is needed?
A: The child's vaccination card is required and agencies should follow normal agency procedure for verifying the relationship between the employee and the child.

6. Q: How should the time be charged in CityTime?

A: Employees should use Excused Absence for Vaccination as noted in CityTime Bulletin on 3/30/21.