



## PAID TIME OFF FOR CORONAVIRUS VACCINATION

Whether a team member chooses to receive the coronavirus vaccine is a personal decision. However, if a team member chooses to do so, in consultation with their primary care physician, as appropriate, Mercury will provide those team members with time off (up to five hours) to receive the vaccine.

Like certain other paid time off, vaccine leave pay is available only to regular team members. Advance notice is required for vaccine leave so that necessary time off can be scheduled in a manner that provides the least disruption to the normal work schedule. Managers will approve vaccine leave requests based on the needs of the business and other factors.

Vaccine leave hours do not count towards overtime. Vaccine leave hours should be entered based on the team member's normal process for recording paid time off.

For team members who enter their time directly into ADP, a new "COVID-19 Vaccine" category has been created and should be used (see below). Team members also have available sick time, in accordance with [Mercury's Coronavirus Sick Leave Policy](#), as needed, if the team member experiences symptoms (typically within the first 24-48 hours) associated with getting the vaccine that make the team member unable to work. This time should be entered as "COVID Sick – Other" as reflected below.

	Pay Code	Transfer	Sat 3/06	Sun 3/07	Mon 3/08	Tue 3/09	Wed 3/10
×	Hours Worked				3.0	0.0	8.0
×	COVID Sick - Other					8.0	
×	COVID-19 Vaccine				5.0		
×	<Enter Pay Code>						
×	Daily Total				8.0	8.0	8.0

Other employees should work with their managers to enter their vaccine leave pay, as well as any associated sick pay, consistent with location practices.

*Revised February 1, 2021*