

THE PORT AUTHORITY OF NEW YORK & NEW JERSEY  
PORT AUTHORITY TRANS-HUDSON CORPORATION

**COVID-19 Leave Enhancements**

Updated: October 26, 2021

**Highlights:**

- *COVID-19 Leave Enhancements have been extended effective October 19, 2021, through December 31, 2021.*
- ***Up to three days** of Excused Sick Leave will be provided to employees who are absent due to side effects related to receiving a COVID-19 vaccine dose, **including a booster shot** – only if the employee submits proof of their vaccine dose/booster to the Office of Medical Services. Proof should be provided within 24 hours of receiving the vaccine dose/booster.*

**Guidelines:**

The agency has extended its **COVID-19 Leave Enhancements** effective October 19, 2021, through December 31, 2021, for employees who are unable to work (including remotely) because of a COVID-19 illness – including up to three days for any side effects after receiving a COVID-19 vaccine dose/booster – **OR** who are not fully vaccinated and have to quarantine due to a verified exposure.

**For COVID-19 Illness (Symptomatic, Positive Test, or Vaccine/Booster-Related Side Effects)**

- Employees are able to use their paid **Sick Leave** (Schedule of Allowances or Sick Leave Bank), under an **Excused reason code**, in cases where they become COVID-19 sick/symptomatic, test positive for COVID-19, or experience side effects after receiving a COVID-19 vaccine dose, including a booster.
- For an absence occasion due to side effects from a COVID-19 vaccine dose/booster, **only the first three days after receiving the vaccine dose/booster will be carried with the Excused reason code.** (Any additional time will be carried regular Sick.)
- If an employee exhausts their paid Sick Leave, their Department Director or Chief may submit a written request, through their HR Business Partner, to the Chief of Human Capital for an increase of paid Sick Leave due to exceptional circumstances. Employees must provide medical documentation – doctors' notes, agency-issued medical certification forms (PA 4265 for civilians; PA 4257 for PAPD), and COVID-19 test results (negative and positive results) – to the Chief Medical Officer ([OMS@panynj.gov](mailto:OMS@panynj.gov)).
- Employees who experience side effects after receiving a vaccine dose/booster must email a photograph of their CDC COVID-19 Vaccination Record Card to [vaccine@panynj.gov](mailto:vaccine@panynj.gov), or provide

the photo to their Vaccine Coordinator as soon as possible. The card should be provided to OMS within 24 hours of receiving the vaccine dose/booster.

### **For COVID-19 Quarantine (Verified Exposure) for Unvaccinated Employees**

- Employees **who are not fully vaccinated** and must quarantine due to a verified exposure will be provided with administrative leave for the duration of their 10-day quarantine, and will receive their full regular pay, **coded as “MDX”**, on the days they are scheduled to work during the 10-day quarantine. Verified exposure will be confirmed by OMS via the COVID-19 Information Hotline.
- Employees who exhaust or have exhausted this administrative leave but require more time due to another exposure will have their circumstances reviewed by OMS on a case-by-case basis.
- If an employee has repeated quarantines or fails to comply with social distancing and PPE requirements, additional compensated time (MDX) may be denied. The employee’s department is responsible for tracking the use of the administrative leave and working with OMS to review any subsequent cases of verified exposure.

### **Reminder to Contact Hotline, Report Absence, and Provide Required Documentation**

Employees must report their COVID-19 situation and their first day of absence by contacting their Manager/Supervisor, the COVID-19 Information Hotline (844-334-4850), and the absence reporting line – civilians must call the Absence Evaluation Unit (844-667-2255) and PAPD must call the Absence Control Unit (800-451-7425). They must also provide the appropriate documentation verifying their need for leave. This includes documentation from a healthcare provider certifying a COVID-19 diagnosis, direction to quarantine due to a verified exposure, and proof of vaccination (including proof of a booster). Medical documentation must be securely submitted to the Chief Medical Officer at [OMS@panynj.gov](mailto:OMS@panynj.gov), and proof of vaccination must be submitted to [vaccine@panynj.gov](mailto:vaccine@panynj.gov).

### **COVID-19 Absences Remain Protected Through December 31, 2021**

Any time taken under these COVID-19 Leave Enhancements **will not negatively** impact eligibility for career opportunities (e.g., work assignments, awards and recognition, development opportunities, promotions, training, etc.). Use of COVID-19 Leave Enhancements **will also not count** towards absence control criteria for excessive or pattern absenteeism, and employees will not be discharged, disciplined, or otherwise discriminated against for taking these enhanced leaves.

### **Zero Tolerance for Abuse of COVID-19 Leave Enhancements**

COVID-19 Leave Enhancements are provided to help employees in need as they manage their COVID-19 illness or quarantine. There is zero tolerance for any abuse or attempt to abuse these leave enhancements, and appropriate disciplinary action will be taken.