

## **Wesleyan University – COVID-19 Vaccination Booster Policy – January 14, 2022**

Effective January 14, 2022, all vaccinated University employees (staff and faculty) are required to receive a booster shot within 30 days of becoming eligible. Additionally, employees must report the date of their COVID-19 vaccination booster and provide documentation. Employees who have already received an approved exemption from the COVID-19 vaccination continue to be exempt from this requirement.

### **Employees with Approved Exemptions:**

- Required to wear a mask at all times except when alone in their private office.
- Required to social distance.
- Required to submit weekly Covid test results. If unable to test during the Wednesday on-campus testing, must obtain an off-campus test and submit those results to Donna Brewer, Director of Benefits, HR no later than Friday 5:00 PM.
- Non-compliance with safety requirements (face covering, distance, testing) will result in corrective action based on university policy.
- Supervisors, Department Chairs, and Cabinet will be informed of employees with approved exemptions to help ensure compliance with safety requirements.

### **Employees without a Booster date, Approved Exemption, or Vaccination Card:**

- Must report booster date and provide a vaccination card OR submit and be approved for an exemption by January 14, 2022 (or 30 days after becoming eligible for COVID-19 vaccination booster if eligibility is after December 15, 2021). [Exemption forms](#) must be submitted to Donna Brewer.
- If evidence of booster or approved exemption or a vaccination card is not received by noon on January 14, 2022 (or 30 days after becoming eligible for COVID-19 vaccination booster if eligibility is after December 15, 2021) the employee will be placed on unpaid leave for 30 days. If evidence of booster or exemption is received during that period, the employee may return to work. If evidence of booster or an approved exemption is not received within 30 days, the employee will be presumed to have resigned from the University. Reporting must be directly to Lisa Brommer, Associate Vice President for Human Resources via email [lbrommer@wesleyan.edu](mailto:lbrommer@wesleyan.edu).
- Staff with accrued vacation, sick leave, personal days, or floating holidays will not be able to utilize this leave during the period of unpaid leave.

### **Benefits During Unpaid of Leave of Absence:**

- All insurance coverage will be maintained during the unpaid leave of absence.
- Employee premiums for medical, dental and any voluntary coverage will be billed to the employee by GDI.
- Vacation and sick leave, as applicable, will not accrue during the unpaid leave of absence.
- Retirement contributions (employee and university) will not occur during the period of unpaid absence.
- Flexible Spending Accounts – Employees with medical expense accounts or dependent care accounts must contact Human Resources.