

Wesleyan University – COVID Vaccination Policy – August 12, 2021

All University employees (staff and faculty) are required to report and provide documentation of their Covid vaccination date. Employees who are unable to be vaccinated due to medical or religious reasons must submit a request for an [exemption](#).

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 Vaccination date, Approved Exemption, or Vaccination Card:

- Must report at least a first vaccination date and provide a vaccination card OR submit and be approved for an exemption by Noon on September 1, 2021. Reporting must be directly to Lisa Brommer, Associate Vice President for Human Resources via email lbrommer@wesleyan.edu [Exemption](#) forms must be submitted to Donna Brewer.
- If evidence of the first vaccination or approved exemption or a vaccination card is not received by Noon on September 1, the employee will be placed on unpaid leave effective September 2, 2021, to October 1, 2021. If evidence of vaccination or exemption is received during that period, the employee may return to work. If evidence of full vaccination or an approved exemption is not received by October 1, the employee will be presumed to have resigned from the University.
- If the first shot of a two-shot vaccine is received by September 1, proof of full vaccination is required by 21 days (Pfizer) or 28 days (Moderna) following first vaccination date and reported directly to Lisa Brommer. If proof of full vaccination is not provided, the employee will be placed on unpaid leave and must provide documentation of full vaccination by October 1 or they will be presumed to have resigned from the University.
- 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.