

<b>HUMAN RESOURCES MEMORANDUM 21-005</b>		DATE ISSUED: 3/18/2021
SUBJECT: <b>ADMINISTRATIVE TIME OFF – COVID VACCINATIONS</b>		REFERENCE: DGS OHR
TO: All DGS Employees		SUPERCEDES: <i>None</i>

---

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

**Purpose**

The purpose of this memorandum is to notify DGS employees of the availability of Administrative Time Off (ATO) related to COVID-19 vaccinations.

This memorandum is to advise all DGS employees regarding ATO to attend a COVID-19 vaccine appointment. Employees will be allowed up to two (2) hours of time off per COVID-19 Vaccine appointment. Please note, if an individual who becomes ill or does not feel well as a result of the vaccine will need to use their leave credits for time off.

Eligibility to receive time off is subject to documentation showing the employee's COVID-19 vaccination appointment date and time. Time shall be recorded in PAL as ATO-SAFE for time keeping purposes. Employees should note COVID-19 Vaccine in the PAL comments section.

**Questions**

If you have any questions regarding this memorandum, please contact Amy Applegate, Personnel Officer, at (916) 376-5428 or via e-mail at [Amy.Applegate@dgs.ca.gov](mailto:Amy.Applegate@dgs.ca.gov)

ESTELA GONZALES, Chief  
Office of Human Resources

EG:jb