



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

CPM 2024-08
April 12, 2024

Memorandum for Heads of Executive Departments and Agencies

From: Kiran A. Ahuja
Director

Subject: Leave Policies Related to COVID-19 Vaccinations and Boosters for Federal Employees

Under the Executive Order of April 12, 2024 (COVID-19 and Public Health Preparedness and Response), the Safer Federal Workforce Task Force was terminated. As a result, past guidance issued by that Task Force is no longer in effect. As noted in the Office of Management and Budget Memorandum M-24-12 of April 12, 2024, going forward, the U.S. Office of Personnel Management (OPM) will have the role of providing agencies with guidance on the use of leave in various circumstances related to COVID-19 and other public health emergencies.

The Task Force's leave guidance was issued in a particular context—when the COVID-19 pandemic was a national emergency causing severe health outcomes on a broad scale. While COVID-19 continues to pose health concerns, the situation has evolved to the point where certain leave policies are no longer needed. At the same time, COVID-19 remains a public health threat of sufficient magnitude as to warrant continuation of certain other proactive policies. The Administration strongly encourages Federal employees to get recommended doses of updated COVID-19 vaccines even when receiving those vaccines is not a job requirement. Such vaccines can protect both Federal employees and those we serve. Vaccines remain the best tool we have in our toolbox to combat COVID-19. They are safe, effective, and free.

Consistent with our policy of encouraging employees to get updated COVID-19 vaccines, we strongly encourage Federal agencies to grant administrative leave to their employees who choose to be vaccinated during their tour of duty hours, subject to the following guidance:

- Employees may be granted up to 4 hours of administrative leave to receive an updated COVID-19 vaccine dose, as recommended by the Centers for Disease

Control and Prevention (CDC). This leave can be used to cover travel to and from the vaccination site.

- If an employee needs to spend less time getting the vaccination, only the needed amount of administrative leave should be granted.
- Employees must obtain advance approval from their supervisor before using administrative leave for purposes of getting a COVID-19 vaccine. A supervisor retains the ability to approve leave during a time period that will not unduly interfere with work requirements.
- Employees may not be credited with administrative leave or overtime work for time spent outside their tour of duty getting a COVID-19 vaccine.

In the event an employee holds a position for which there is an agency-specific mandatory requirement to get a COVID-19 vaccine, the employee must be granted credit for duty time, not granted administrative leave, when approved to get a COVID-19 vaccine during tour of duty hours.

OPM has determined that it is no longer warranted to provide administrative leave in the following circumstances:

- when an employee is assisting a family member in getting a COVID-19 vaccine;
- when an employee has an adverse reaction to a COVID-19 vaccine; or
- when an employee has COVID-19 symptoms and is isolating while actively seeking to be tested.

Upon an employee's request, supervisors may approve use of sick leave for the above circumstances. Employees may also choose to seek approval to use other paid or unpaid time off in lieu of sick leave or choose to use various work scheduling flexibilities, pursuant to agency policies.

As previously communicated in guidance issued by the Safer Federal Workforce Task Force, it is no longer necessary or appropriate to grant weather and safety leave in connection with COVID-19. During the early stages of the COVID-19 pandemic when the rapid spread of the disease posed serious health risks for local communities, weather and safety leave was used to address some of those extraordinary circumstances. For example, OPM guidance advised agencies to grant weather and safety leave during quarantine periods for employees who (1) had been exposed to COVID-19, (2) were not sick (that is, did not have COVID-19 symptoms or had not tested

positive for COVID-19), and (3) were unable to telework. Current CDC guidance no longer recommends quarantine based on COVID-19 exposure, so the former policy is no longer necessary or applicable. Consistent with past guidance, weather and safety leave should not be used when an employee has suspected or confirmed COVID-19; instead, such employees may request sick leave, use accrued annual leave or other forms of earned paid time off (e.g., compensatory time off or credit hours), access a voluntary leave bank, or use unpaid leave, as appropriate.

For information on the various types of leave, go to [OPM's Leave Fact Sheets](#).

For information on various work schedule flexibilities, go to [OPM's Work Schedules Fact Sheets](#).

For more information on vaccinations, go to the [CDC web page on COVID-19 vaccines](#).

Additional Information

Agency headquarters-level human resources offices may contact OPM at leavepolicy@opm.gov. Component human resources staff should contact their agency headquarters-level human resource policy office. Employees must contact their agency human resources office for further information on this memorandum.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Human Resources Directors