

February 7, 2022  
DP109500407a.NS1

**MEMORANDUM**

**TO:** Principal Investigators and RCUH Employees

**FROM:** Nelson Sakamoto   
Director of Human Resources

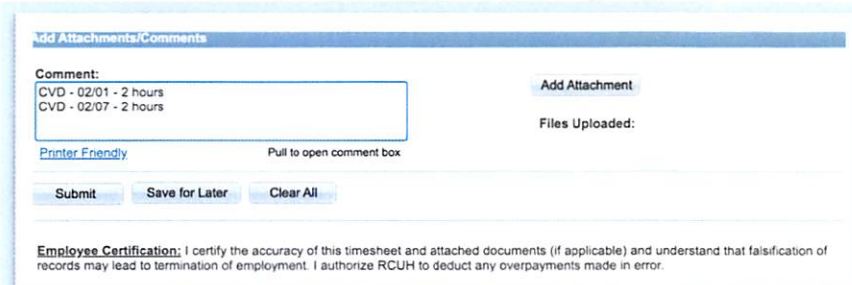
**SUBJECT: 3.930C RCUH Mandatory Vaccination Policy – REVISED February 7, 2022  
(Provision for Paid Time Off for Testing – For only authorized employees)**

We have revised our RCUH Mandatory Vaccination Policy to allow for paid time for authorized employees to do their weekly COVID-19 Tests. See revisions on pages 5 and 6 of the RCUH Mandatory Vaccination Policy (posted on our RCUH website Human Resources Announcements).

Authorized Employees: The paid time for the weekly COVID-19 is restricted to only authorized employees. These authorized employees are:

1. Religious or Medical Accommodation: Employees who were granted either a Religious or Medical Accommodation by the RCUH Human Resources Department. These employees and their Principal Investigator have received a memo from our office granting their accommodation.
2. Current Employees or New Hires that are Partially Vaccinated: Any current employee or new hire who is partially vaccinated and has uploaded their vaccination information into their MY COVID-19 DATA APP who meet one of the following conditions:
  - (a) First dose of the two-dose Pfizer or Moderna vaccine.
  - (b) One dose of the Johnson & Johnson vaccine and still within their 14-calendar post-vaccination period.
  - (c) Second dose of the two-dose Pfizer or Moderna vaccine and still within their 14-calendar post-vaccination period.

Time Reporting pending new eTimesheet Code: Starting with the current February 1-15, 2022 pay period, authorized employees may charge paid time as specified on Page 5 and 6 of the policy for their weekly COVID-19 testing. Authorized employees will have a new eTimesheet Code to charge work time for COVID-19 testing. This new code will be **CVD** and we will inform authorized employees once this code is available. For now, authorized employees should enter CVD with the date and hours in the Comment box of their eTimesheet. See example below.



The screenshot shows a web form titled "Add Attachments/Comments". It has a "Comment:" label and a text input field containing two lines: "CVD - 02/01 - 2 hours" and "CVD - 02/07 - 2 hours". To the right of the input field is an "Add Attachment" button. Below the input field are "Printer Friendly" and "Pull to open comment box" links. At the bottom of the form are three buttons: "Submit", "Save for Later", and "Clear All". Below the form is an "Employee Certification" section with a small font disclaimer: "I certify the accuracy of this timesheet and attached documents (if applicable) and understand that falsification of records may lead to termination of employment. I authorize RCUH to deduct any overpayments made in error."

Questions: Please direct your questions relating to this memo or the RCUH Mandatory Vaccination Policy to the RCUH Director of Human Resources by email, [rcuhhrdirector@rcuh.com](mailto:rcuhhrdirector@rcuh.com).