
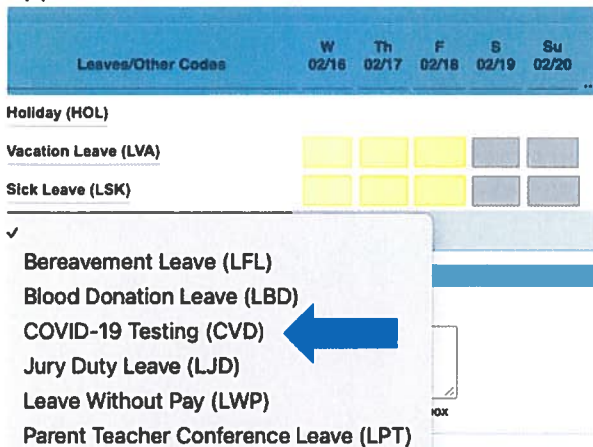


February 24, 2022
DP109500424c.NS4**MEMORANDUM****TO:** Principal Investigators and RCUH Employees**FROM:** Nelson Sakamoto 
Director of Human Resources**SUBJECT: 3.930C RCUH Mandatory Vaccination Policy – Authorized Employees allowed Paid Time Off for Weekly COVID-19 Testing**

The RCUH Mandatory Vaccination Policy allows an authorized employee paid-time off from work to get their weekly COVID-19 Test. Refer to the policy's Part I, Section I, J, K and N4b for details on this paid time-off from work. Authorized Employee - Definition: An authorized employee is defined as either:

1. Employee granted either a Religious or Medical Accommodation: The RCUH Human Resources Department has reviewed and granted an employee's request for either a Religious or Medical Accommodation. The employee and their Principal Investigator were provided separate memos informing them of the RCUH's approval of the employee's requested accommodation to be exempt from the COVID-19 vaccination.
- OR**
2. New Hire who is Partially Vaccinated: A new hire who is partially vaccinated and has uploaded their vaccination information into their RCUH MY COVID-19 DATA APP located in their Employee Self-Service (ESS) portal. The definition of partially vaccinated meets 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 employee is still within their 14-calendar day post-vaccination period.
 - (c) Second dose of the two-dose Pfizer or Moderna vaccine and employee is still within their 14-calendar day post-vaccination period.

Time Reporting on Employee's eTimesheet using Leave Code - CVD: Only an authorized employee will have the Leave Code **CVD** to charge work time for their weekly COVID-19 testing. This leave code will appear on the eTimesheet Leave/Other Codes drop down menu (see blue arrow below).



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.