

Subject: Leave for COVID-19 Vaccination and Testing

Date: Wednesday, September 8, 2021 at 12:29:52 PM Mountain Daylight Time

From: All-employees on behalf of HRS Mail

To: all-employees

September 8, 2021

To: All NMSU Employees

From: Dr. Gena Jones, Assistant Vice President, Human Resources Services *GJ*

Re: Leave for COVID-19 Vaccination and Testing

All New Mexico State University system employees will be required to become fully vaccinated against COVID-19 by the end of September or begin to undergo weekly testing. Additional information about how to submit verification of vaccination or testing will be available soon.

In support of the health of our employees and communities, effective today, September 8, 2021, until further notice, employees (faculty, staff and student employees) may take time away from work, with supervisor approval, to get a test for COVID-19 or to receive a COVID-19 vaccine without having to use sick or annual leave. Outside of the time spent testing or receiving the vaccine, if additional time away is needed due to illness or quarantine, then sick or annual leave will need to be used.

For non-regular employees who do not accrue leave, supervisors should consider flex time when possible. Nonexempt (hourly) employees should report this time as "Other Leave Taken" on their timesheets. Exempt (salaried & faculty) employees do not need to report the leave. Employees do not need to share medical information with supervisors, but all members of the NMSU community are expected to immediately [report a positive test for COVID-19](#) online.

For questions, contact HRhelp@nmsu.edu.