

COVID-19 Vaccine FAQs for Health Sciences' General Administrative, Faculty and Staff Offices, and Business Areas

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1. How should managers/supervisors respond if an employee asks if they should get the COVID-19 vaccine?

Though receiving the vaccine is not mandatory for Health Sciences employees, managers/supervisors can share that Executive Leadership encourages all faculty and staff who wish to be vaccinated to sign up at the state's [vaccination registration portal](#).

2. Does the Health Sciences offer other leave (other than annual/sick/PTO) for employees to get the COVID-19 vaccine?

Similar to employees getting their flu shot, Health Sciences employees can use their [sick leave](#), [annual leave](#), or [flex time](#) for a COVID-19 vaccine and booster. The supervisor should approve the leave type in advance. Supervisors should be very flexible in allowing employees the time off necessary to receive their vaccine and any follow-up booster vaccines within the timeframe provided by the NMDOH.

3. Where can a Health Sciences employee sign up to receive a COVID-19 vaccine?

The New Mexico Department of Health primarily oversees the vaccine distribution and appointment system at this time. Visit the [state's vaccination registration portal](#); or, as it is possible for the vaccine distribution to broaden to individual pharmacies over time, you may monitor the CDC's resource- [Vaccine Finder](#) for pharmacies who may begin allow for direct appointments.

4. Can a Health Sciences department require an employee to get the COVID-19 vaccination or will a vaccination be required before returning to work?

Health Sciences is not requiring that employees receive the vaccine at this time.

5. Can employees who have received the COVID-19 vaccine voluntarily return to work on campus?

Departments across the UNM Health Sciences Center have been implementing a phased return to campus as necessary. While Health Sciences is under limited operations, all employees should continue to follow any restrictions for working on campus as directed by their department. Duties needed on-site may fluctuate over time and employees and their supervisors should discuss changes in work location schedules. Working on campus should continue to be limited to those duties that must be performed on-site.

6. How does the department respond to employees who decide not to get the COVID-19 vaccine?

Receiving the COVID-19 vaccination is a personal health decision and is not a requirement of employment.

Health Sciences encourages employees to speak to their doctor about concerns and gather information from trusted resources including the [CDC](#), [WHO](#), and the [New Mexico Department of Health](#).

To register for the vaccine, sign up at the state's [vaccination registration portal](#).

7. If an employee feels ill after receiving a COVID-19 vaccine, do they have any leave options?

Employees who feel too ill to return to work for the short period of time after receiving the COVID-19 vaccine may use their sick leave, annual leave, or flex time.