



Washington County Sheriff's Office

Memo

To: All Washington County Sheriff's Office Employees

From: Sheriff Helder

Date: December 30, 2020

Re: COVID-19 Vaccine and Time Off Due to COVID-19 Related Reasons

The Washington County Sheriff's Office (WCSO) has a duty to protect and is committed to minimizing the spread of COVID-19.

This memo is to inform all WCSO employees regarding how employee time off for COVID-19 related reasons will be processed once the COVID-19 vaccine is offered.

If a WCSO employee is offered the COVID-19 vaccine, the employee has the choice to accept or refuse the vaccine.

If a WCSO employee is offered the COVID-19 vaccine and refuses to take it, then any time off for that employee due to COVID related reasons (required quarantine or illness) **WILL NOT receive Administrative Leave with Pay**. It will instead be processed according to County policy for all other employee time off and will be taken from the employee's accrued time available. The only exemption is if the vaccine is refused for medical or religious reasons.

If a WCSO employee is offered the COVID-19 vaccine and chooses to take the vaccine, then any time off for that employee due to COVID related reasons (required quarantine or illness) **WILL receive Administrative Leave with Pay**.

Employees shall report any known exposure to COVID-19 positive individuals, as well as any COVID-19 symptoms as outlined by the CDC. It is the employee's responsibility to be familiar with the symptoms and to report accordingly. Employees who experience symptoms of COVID-19, as outlined by the CDC, who fail to report those symptoms immediately may be subject to discipline, up to and including termination.