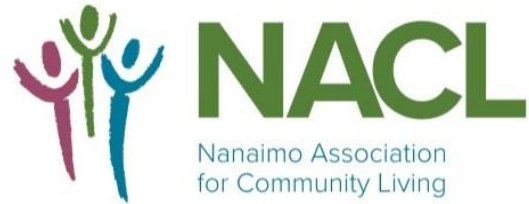


memo



To: Agency-Wide
From: Randy Humchitt, Deputy Executive Director
Date: April 22, 2021
Re: **TIME OFF FOR EMPLOYEE COVID-19 VACCINATIONS**

Effective April 19, 2021, the government introduced amendments to the Employment Standards Act (Bill 3) that provides employees with a paid leave to be vaccinated against COVID-19.

NACL Employees may have up to three hours of paid leave to receive their COVID-19 vaccines (up to two times if the vaccine requires two shots), provided that:

- Their appointment dates and times fall on a day where the employee is scheduled to work;
- The leave dates and times have been approved by the relevant manager; and
- The employee provides proof of these vaccinations to the NACL Administration Office.

NACL Employees may have up to three hours of unpaid leave time (up to two times if the vaccine requires two shots) to take a dependent family member to receive their COVID-19 vaccinations, provided they have prior approval from the relevant manager.

Proof of vaccinations can be provided to NACL in the following ways:

- Bring a copy of the vaccination confirmation to Michelle Gan's attention at the NACL Administration Office; or
- A photo of the proof of vaccination can be texted to Michelle Gan's work cell at 778-268-2677 (rather than coming to the office).

No proof of vaccination is required in the case of dependents.

More information on Bill 3 can be found at the following link:

<https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/42nd-parliament/2nd-session/bills/bills-with-hansard-debate>