



# Vaccination Pay

**Vaccine Update – May 26, 2021**

With the emergency authorization of the Johnson & Johnson COVID-19 vaccination, the federal government has indicated that COVID-19 vaccinations will be readily available to all adults by the end of May 2021. As CSC has previously announced, the Company supports and highly recommends that all team members receive a COVID-19 vaccination. To that end, the Company wants to ensure team members have the resources and means available to them in order to obtain a vaccination.

## CSC Internal Vaccination Site

As a reminder, CSC has created an internal [vaccination site](#) that provides both internal and state resource information. The site contains a link to a letter outlining our Essential Service designation, as well as a link to the Department of Homeland Security's CISA guidance on essential services.

## Pay for Vaccine

CSC strives to remove any barriers that may exist between our frontline team members and their ability to obtain a COVID-19 vaccination. Therefore, CSC will provide all hourly team members the equivalent of 4 hours of pay at their regular hourly rate ("Pay for Vaccine") upon certification that they have received at least the first dose of a COVID-19 vaccination. The payment is subject to applicable withholdings and deductions.

**Eligibility:** All full-time regular hourly team members may apply for Pay for Vaccine. Team members must be actively employed on the date of payout to be eligible for payment. A team member who is eligible for the Pay for Vaccine and may apply immediately, assuming the team member was employed by CSC at the time of the vaccination. This benefit will be offered through October 31, 2021.

**Process:** Eligible team members can access the attestation form on the [vaccination site](#) or request a copy from the Branch Admin Manager. This form should be completed, signed, and submitted to [LeaveAdmin@cscsw.com](mailto:LeaveAdmin@cscsw.com). Forms received by the 20th of the month will result in payment on the first payroll of the following month.

CSC reserves the right to request supporting documentation regarding receipt of the vaccination. Falsification of the attestation form may subject the team members to disciplinary action, up to and including, immediate termination of employment. CA and NY team members should refer to their applicable state supplements which are attached to this update.

## **FREQUENTLY ASKED QUESTIONS (FAQ) Regarding COVID-19 Vaccination**

### **Is CSC requiring me to get a COVID-19 vaccine?**

No. CSC is not requiring you to get a vaccine; however, we are encouraging team members to get vaccinated and working to remove barriers that might prevent team members from doing so. According to the CDC, continuing social distancing, mask recommendations, and getting vaccinated are the best ways to protect against COVID-19.

### **Why do I need to get vaccinated if I can do things like wear a mask and social distance?**

Slowing the spread of COVID-19 requires using numerous methods at once. Preventative steps like covering your mouth and nose with a mask and staying at least six feet away from others helps reduce your chance of being exposed to the virus or spreading it to others. Vaccines work with your immune system to help your body fight the virus if you are exposed. Therefore, getting vaccinated for COVID-19 and following the CDC's recommendations [to protect yourself and others](#) offers the best protection from the virus.

### **When will the vaccine be available to me?**

Each state has their own vaccine implementation plan. Visit your state's department of health website for the most current information on vaccine plans and availability in your state.

### **How much does getting the vaccination cost?**

During the time period the federal government has declared a public health emergency, the COVID-19 vaccine is being made available at no charge, either through public or private health insurance or the Health Resources and Services Administration's Provider Relief Fund. This will also apply to any administrative fees incurred by the provider for administering the vaccine.

### **What steps do I need to take to request time away from work to get vaccinated?**

Team members should work with their direct supervisor as with any other time off request. Where possible, we encourage team members to get vaccinated during non-scheduled work hours.

### **If I have had COVID-19 and recovered, should I still get the vaccine?**

According to the CDC, COVID-19 vaccination should be offered to you regardless of whether you already had a COVID-19 infection. You should not be required to have an antibody test before you are vaccinated; however, anyone currently infected with COVID-19 should wait until after their illness has resolved and they have met the recommended quarantine timeline [criteria](#) provided by their healthcare provider.

### **What can I do to protect myself until the COVID vaccine is available to me?**

The vaccine is one of many ways to slow this pandemic from further spread. Regardless of your decision about the vaccine, the CDC recommends the continued practice of wearing a mask, good hygiene (including frequent handwashing) and social distancing to help slow the spread of COVID-19. For more information on these and other steps you can take to protect yourself and others, please visit the following link for [CDC recommendations](#).



## COVID-19 Vaccination Attestation Form

By signing below, I agree and attest that I have received at least one dose of vaccination for COVID-19 while employed by CSC.

I further understand that any falsification of this attestation form may result in disciplinary action, up to and including, termination of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Branch Name

\_\_\_\_\_  
Employee ID (Login for UltiPro/TeamWorks)

This form should be completed, signed, and submitted to [LeaveAdmin@cscsw.com](mailto:LeaveAdmin@cscsw.com)

If received by the 20<sup>th</sup>, payment will be on the first payroll of the following month

## California Vaccination Pay

Because California's 2021 COVID-19 Supplemental Paid Sick Leave provides paid leave to team members attending a vaccine appointment, all California team members (both hourly and salary) are required to use their available 2021 COVID-19 Supplemental Paid Sick Leave to obtain vaccination pay. To obtain COVID-19 vaccination pay, California team members must enter the time taken under the pay code StateSPL-COVID in CSC's Teamworks timekeeping system. Such time should be entered on the day the time is taken. Team members should timely submit time off requests for vaccines to their direct supervisor.

*Effective Date 1/1/2021*

## Massachusetts Vaccination Pay

Because Massachusetts' COVID-19 Emergency Paid Sick Leave provides paid leave to team members attending a vaccine appointment, all Massachusetts team members (both hourly and salary) are required to use their available COVID-19 Emergency Paid Sick Leave to obtain vaccination pay. To obtain COVID-19 vaccination pay between May 28, 2021 and September 30, 2021, Massachusetts team members must enter the time taken under the pay code State SPL-COVID in CSC's Teamworks timekeeping system. Such time should be entered on the day the time is taken. Team members should timely submit time off requests for vaccines to their direct supervisor.

*Effective Date 5/28/2021*

## New York Vaccination Pay

As an exception to CSC's Vaccination Pay policy, beginning March 12, 2021 and through December 31, 2022, all New York team members will receive a paid leave for a sufficient period of time, not to exceed four hours per vaccine injection, to obtain a COVID-19 vaccination. To obtain pay for a COVID-19 vaccination during the relevant period, a New York team member must record the time taken missed from work to obtain the vaccination under the pay code NYVAX in CSC's Teamworks timekeeping system. Such time should be entered on the day the time is taken. Team members should timely submit time off requests for vaccines to their direct supervisor.

*Effective Date 3/12/2021*