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MEMORANDUM

PERSONNEL MEMO 21-14

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource (HR) Administrators

From: Gerina D. Wheters, Secretary 

Date: August 5, 2021

Re: **COVID-19 Vaccine Incentive**

The Commonwealth of Kentucky remains committed to limiting the spread of COVID-19 and ensuring the health and safety of our state employees through the “Healthy at Work” initiative. This includes encouraging participation in preventative vaccinations, which remain a critical component of containing and limiting the spread of COVID-19 related illnesses. In an initial effort to encourage vaccinations, on January 27, 2021, the Governor authorized the Personnel Cabinet to release [Personnel Memo 21-02](#), which allowed Executive Branch employees to obtain the COVID-19 vaccine during scheduled work hours, and which granted leave for recuperation from any side effects. This was followed by [Personnel Memo 21-12](#), on August 3, 2021, which allowed Executive Branch employees to use scheduled work hours to obtain a COVID-19 test.

As an additional effort to encourage voluntary participation and as authorized via [Executive Order 2020-215](#), the Governor has announced that he is also awarding active, permanent, full-time, and part-time Executive Branch employees with one (1) day of annual leave upon submission of proof of receiving a COVID-19 vaccination (or first dose in a series) on or since December 1, 2020. At this time, the award is capped at one (1) day (i.e. the employee will not receive 2 days of leave for completion of a 2-shot vaccine series).

Any constitutional office that would like to participate in this initiative should submit a request to Mary Elizabeth Bailey, Commissioner, Personnel Cabinet, Department of Human Resources Administration at MaryE.Bailey@ky.gov.

Additional information from the Personnel Cabinet to employees as well as agency Human Resource Administrators, is forthcoming. Any questions related to this policy should be directed to Commissioner Bailey at her above email address.