

COVID-19 Vaccine FAQs for Main & Branch Campuses

Last updated: April 12, 2021

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 UNM employees, managers/supervisors can share that the University encourages all faculty and staff who wish to be vaccinated to sign up at the state's [vaccination registration portal](#).

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

Similar to employees getting their flu shot, UNM staff can use their [sick leave](#), [annual leave](#), or [flex time](#) for a COVID-19 vaccine and booster. The leave type should be approved in advance by the supervisor. For more information, review the [February 2021 HR Employee Vaccination Appointments Memo](#).

3. Where can a UNM 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 UNM department require an employee to get the COVID-19 vaccination or will a vaccination be required before returning to work at UNM?

The University is not requiring that UNM employees receive the vaccine at this time.

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

While UNM 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. Departments are also required to submit a [Facility Re-Open Request](#) to Facilities Management before officially reopening for regular business activities.

Please refer to the latest guidance posted on the [Bringing Back the Pack website](#).

For UNM Health Sciences Center operations, visit the [HSC COVID-19 guidelines](#).

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

According to the National Institute of Allergy and Infectious Diseases, in order to reach herd immunity, 75 to 85 percent of the U.S. population will need to get vaccinated. That said, receiving the COVID-19 vaccination is a personal health decision and is not a requirement of employment.

UNM encourages employees to speak to their doctor about concerns and gather information ONLY 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](#).

By getting vaccinated, you are protecting the pack.

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. Emergency Paid Leave (E-PSL) may apply to employees experiencing symptoms after receiving the COVID-19 vaccine. For more information about E-PSL, review [HR's March 4 E-PSL memo](#).