



## Memorandum

**To:** UNM Staff  
**From:** Division of Human Resources  
**Date:** February 2, 2021  
**Subject:** UNM Employee Vaccination Appointments

---

Now that COVID-19 vaccines are available, a path to a new normalcy is open to us. With the New Mexico Department of Health (NMDOH) vaccine distribution process now in Phase 1B, many New Mexicans who are registered to receive the vaccine are being notified of their option to schedule an appointment.

Getting vaccinated is important to help achieve herd immunity, and there is little flexibility available in appointment times and locations. There is no capability on the state vaccination site to change a vaccination time. Therefore, it is imperative that UNM supervisors be very flexible in allowing employees the time off necessary to receive their vaccine and any follow-up booster vaccines within the timeframe provided by the NMDOH.

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 questions about leave, please contact Client Services at [clientsv@unm.edu](mailto:clientsv@unm.edu).

If you have not yet registered for a vaccine and would like one, you may sign up at [cvvaccine.nmhealth.org](http://cvvaccine.nmhealth.org).

For more information about this effort, please visit the [Bringing Back the Pack site](#).

Thank you for all you have done over the past year and for what you are continuing to do to keep our university running smoothly, and thank you for protecting the pack!