



COVID Booster Incentive Leave Attestation Form

Instructions: When the employee would like to use their COVID Booster Incentive Leave, the employee will complete this form and send it to their supervisor for signature. The supervisor will sign the form and send it to the departmental TIM Administrator. The TIM Administrator will add "CD-19 Booster Incentive" leave hours to the employee's timecard. The leave will be available for the employee to use with supervisor's approval during regular work hours through **March 31, 2023**.



Employee Name:

PID:

Department:

Email Address:

Supervisor Name:

Date(s) Requesting Leave and Number of Hours Requested:

By signing below, I certify that I uploaded documentation of receiving a First Booster for COVID-19 on the [COVID-19 Vaccination Certification Site](#) before **August 31, 2022**. I understand and acknowledge the following:

- Authorized HR and or Payroll staff may review and validate that documentation has been submitted to determine whether it meets the requirements of this leave.
- If it is determined that I did not meet the requirements of this policy, the COVID Booster Incentive Leave will be removed from my timecard, and I will be converted to available Vacation/Bonus Leave.
- If I do not have sufficient Vacation/Bonus Leave available, the hours will be deducted from my paycheck.
- The leave must be requested in advance and may be used with supervisor approval during regular work hours.
- The leave has no cash value, is not transferable, and expires March 31, 2023.

I certify that the information provided is true and correct. I have read the COVID Booster Incentive Leave information on the [HR website](#) and I am making this request being fully cognizant of its terms and conditions.

Employee:

Date:

Supervisor:

Date:

The TIM Administrator should maintain a copy of this form as they would maintain a copy of any leave request form in accordance with the applicable UNC System records and retention policy.

If you have questions, please contact the Leave Administration Unit in the Office of Human Resources. You may call (919) 962-3071 or send an email to leave@unc.edu.