



OFFICE OF THE PRESIDENT
323 State Street, Augusta, ME 04330-7131
(207) 629-4000 | Fax (207) 629-4048 | mccs.me.edu

David Daigler
President

All,

As you know, the Governor has recently announced an accelerated schedule for the administration of the COVID vaccine. According to the current schedule, beginning April 7, 2021, all Maine residents 16 and older will be eligible for vaccination. In addition, as has been reported, Maine should be receiving an increase in the number of doses of the vaccine this week. I know that you join me in hoping that this will lead to increasingly greater availability and administration of the vaccine in our state.

In order to assist MCCS staff in receiving the vaccine, MCCS is offering regular faculty and full-time staff two hours of administrative leave per dose to obtain the vaccine. In order to qualify, the employee's vaccine appointment or appointments must be held during the employee's regularly scheduled work hours. The leave is available through August 1, 2021. If you have already had the vaccine, you may nonetheless request administrative leave to be applied to current payroll. Part-time benefitted employees will receive a prorated benefit. We hope that the use of this administrative leave will assist the MCCS community in obtaining the vaccine and will help to keep our campuses and our communities safer.

Please notify your supervisor prior to any absence, including an absence for a medical appointment. The HR office at the college reserves the right to request a copy of your vaccine appointment letter and vaccine card. This information will be kept confidential.

The employees of MCCS have done incredible work during this pandemic and more specifically with the roll out of the vaccine. MCCS colleges have hosted and continue to host vaccination clinics, and System staff have volunteered to assist at these clinics. I hope that this use of administrative leave will further encourage MCCS employees to obtain the vaccine. Thank you for your continued efforts as we meet this challenge and look forward to brighter days.

Additional information about the vaccine including a list of vaccination sites throughout the state is available at <https://www.maine.gov/covid19/vaccines/vaccination-sites>.

Please call the HR office at your college if you have any questions.

A handwritten signature in black ink, appearing to be "David Daigler", is located at the bottom left of the page.