

SA 20-12 – Administrative Leave for Caregiving (8/24/20, revised 3/2/21)

This special announcement conveys Library policy to grant limited administrative leave to employees who are caring for dependent children, spouses, or other adult family members during the extraordinary circumstances presented by the COVID-19 pandemic and to employees who are receiving vaccination against COVID-19.

The goal is to support the health and well-being of Library employees and their families by making it easier for employees both to care for their loved ones and to contribute to the Library's ongoing mission of service to Congress and the American people and making it easier for employees to be vaccinated.

1. Paid Administrative Leave

Employees are authorized to use up to 20 hours of paid administrative leave (excused absence) per pay period if they are unable to work effectively because, due to the COVID-19 pandemic, they are required to care for:

- a dependent child whose school is physically closed, or regular child care facility or caregiver is not available; or
- a spouse or other adult family member whose regular care facility or caregiver is not available.

All employees should continue to record sick leave and annual leave, as appropriate, for situations not related to the COVID-19 emergency. Care for a family member with a serious health condition may also be approved as regular sick leave in accordance with [LCR 9-1010](#) and [5 C.F.R. 630.401 \(a\)\(3\)](#) or as family and medical leave under [LCR 9-1020](#).

This administrative leave is in addition to the new paid sick leave and emergency FMLA for child care under [SA 20-10](#) and administrative leave for adult caregiving under [SA 20-11](#).

Employees should record these hours in WebTA under the category:

- Admin Leave for Caregivers During COVID-19 (SA 20-12).

2. Paid Administrative Leave for COVID-19 Vaccination

Employees are authorized to use up to four hours of the paid administrative leave provided under this announcement to receive one dose of a COVID-19 vaccine. For COVID-19 vaccines

that require two doses for full efficacy, an employee may use up to eight hours of paid administrative leave, not more than four hours per dose.

These hours are part of, not in addition to, the maximum of 20 hours of administrative leave available under this announcement. These hours are available only for receiving the vaccine, not for scheduling vaccination.

Employees should record these hours in WebTA under the category:

- Admin Leave for COVID-19 Vaccination (SA 20-12).

3. Employees Should Take Advantage of Schedule Flexibilities

All employees should take advantage of teleworking flexibilities established in [SA 20-03](#) and [extended on-site operating hours](#) to spread their work time across hours of the day and days of the week that will enable them to perform most effectively. Supervisors and employees should remain in touch, be flexible, and work together to ensure that assignments are proceeding effectively.

4. Limitations

Employees who work a part-time schedule may use administrative leave under this announcement for up to one-quarter of their regularly scheduled biweekly hours. For example, a part-time employee who works 40 hours per pay period may use up to 10 hours of administrative leave. Full-time and part-time employees are thus eligible for the same proportional amount of leave.

Employees may not combine administrative leave under this announcement with administrative leave for un-scheduled time under [SA 20-08](#) to significantly reduce the hours they are scheduled to work on site. Employees and supervisors should communicate to develop on-site schedules that address both work needs and caregiving responsibilities and should reduce administrative leave for un-scheduled time accordingly.

5. Effective Date and Authority

This policy is effective Monday, August 24, 2020 and remains in effect through Monday, May 31, 2021. See [2 U.S.C. 136](#), [LCR 9-1030](#), and [LCR 10-311 § 3](#).

Issued 8/24/20.

Revised 9/24/20: New section 3 added. Section 4 revised to extend the expiration date to November 21, 2020.

Revised 11/10/20: Section 4 revised to extend the expiration date to December 11, 2020.

Revised 12/14/20: Section 4 revised to extend the expiration date to December 18, 2020.

Revised 12/21/20: Section 4 revised to extend the expiration date to December 21, 2020.

Revised 12/22/20: Section 4 revised to extend the expiration date to December 28, 2020.

Revised 12/28/20: Section 4 revised to extend the expiration date to February 28, 2021.

Revised 2/2/2021: Section 4 revised to extend the expiration date to May 31, 2021.

Revised 3/2/2021: New section 2 added to authorize use of admin leave for vaccination against COVID-19. Conforming edits throughout.