

Consequences for Mandate Non-Compliance

Division of Human Resources <DHR@schools.nyc.gov>

Thu 9/23/2021 5:50 PM

To: Division of Human Resources <DHR@schools.nyc.gov>

Dear Colleagues,

This email is a reminder that all DOE employees must submit proof that they have received at least one dose of a COVID-19 vaccine no later than **Monday, September 27**, as required by the DOE's [COVID-19 Vaccine Mandate](#).

Any regular employees who fail to meet this deadline will be removed from payroll beginning Tuesday, September 28, unless they are on an approved vaccine exemption or leave.

This means that they will be placed on Leave Without Pay (LWOP). While on this status, employees:

- Are not allowed to enter their work or school site until they have taken corrective action to comply with the terms of the mandate
- Are not able to work and will not receive compensation
- Cannot use annual leave, CAR or sick time

If you have not yet uploaded your proof of vaccination to the [DOE Vaccination Portal](#), you must do so no later than September 27 in order to avoid being removed from payroll and placed on LWOP status.

For more information about where to get vaccinated, visit [vaccinefinder.nyc.gov](#) or call 877-VAX-4-NYC.

For the latest COVID-19 staffing updates, please [visit the Coronavirus Staff Update InfoHub page](#).

If you encounter technical issues using the Vaccination Portal, please contact the DOE Help Desk by [opening a ticket online](#) or calling 718-935-5100.

For return-to-office questions please email stayinghealthy@schools.nyc.gov.

For compliance questions please email employeerelations@schools.nyc.gov.

Sincerely,

NYCDOE Division of Human Capital