

## **POLICY MANUAL**

### **CHAPTER 6 - HUMAN RESOURCES POLICIES**

#### **6.26 VOLUNTARY VACCINATION POLICY**

##### **PURPOSE:**

This policy sets forth the guidelines of the Mississippi Lottery Corporation to provide and maintain a workplace that is free of known hazards or health risk and is to safeguard the health and wellbeing of the MLC employees and the community we serve. The MLC is implementing a voluntary vaccination policy effective immediately regarding vaccinations such as COVID, Influenza, or any other type of vaccination current or in the future.

##### **POLICY:**

This policy applies to all MLC employees. While the MLC strongly encourages its employees to be vaccinated to minimize the risk of infectious disease in our workplace, it is strictly a voluntary and personal decision of the employee. Employees may obtain the vaccinations from wherever they choose. Locations may be found by going to the Mississippi Department of Health at <https://msdh.ms.gov>

##### **PROCEDURE:**

All employees will be paid for the time taken to receive a COVID vaccination up to 3-hours. Anything over 3-hours will be charged to the employees PTO time. In order to receive the 3-hours, the employee must complete the PTO form stating it is for a COVID vaccination and turn in to Human Resources. Upon return to the office, the employee must update the PTO request to reflect any time taken over the 3-hour limit.

Employees must coordinate, with their immediate manager, a day and time that is best for the department.

*Please direct any questions regarding this policy to the Human Resource department.*