



**Ben Cahoon**  
Mayor

**Michael Siers**  
Mayor Pro Tem

**Andy Garman**  
Town Manager

**Town of Nags Head**  
Post Office Box 99  
Nags Head, NC 27959  
Telephone 252-441-5508  
Fax 252-441-0776  
[www.nagsheadnc.gov](http://www.nagsheadnc.gov)

**M. Renée Cahoon**  
Commissioner

**Kevin Brinkley**  
Commissioner

**Bob Sanders**  
Commissioner

**Vaccination Incentive Policy  
Board of Commissioners  
Adopted January 5, 2022**

The Town encourages all employees to receive a COVID-19 vaccination. Vaccination is a vital tool to reduce COVID-19 cases, the severity of infections, and ultimately helps keep our workforce safe. In an effort to encourage employees to become vaccinated, the Town is offering vacation time for those that choose to receive the vaccine in accordance with the table below:

<b>Vaccine Dose</b>	<b>Definition</b>	<b>Vacation Leave</b>
Initial Series	2 shots of Pfizer/Moderna OR 1 shot of J&J	4 hours
Booster	1 shot of Pfizer/Moderna/J&J	4 hours

The CDC recommends that individuals wait at least 6 months after completing the initial series for Pfizer/Moderna and at least 2 months after receiving the Johnson & Johnson vaccine before receiving a booster. The total number of eligible vacation hours for vaccinations is capped at 8 hours per individual.

To be eligible to receive vacation hours, please present proof of your vaccination to Human Resources (email or hard copy). Acceptable proof of vaccination includes the following:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

\*Note – the COVID-19 pandemic is an evolving situation and this policy and guidance may change at any time.