

***Administrative Leave for Annual Seasonal
Influenza Vaccination
Fiscal Year 2023***

Certification Form

- City of Baltimore full-time and part-time employees will be granted the use of administrative leave time of up to three (3) hours to receive an influenza vaccination.
- Such leave ***will not*** be charged to any accrued leave unless the screening exceeds the three (3) hour maximum administrative leave time.
- To ensure appropriate coverage at the worksite, prior approval from the employee's supervisor for the three (3) hour leave is required.
- The employee must submit the ***completed*** form to his/her supervisor for the three (3) hour screening benefit to be applied. The supervisor must send this form to the Agency's human resource/personnel office for filing.

Physician/Medical Facility/Pharmacy:

This form is to be completed **by the physician, healthcare professional, medical facility, or pharmacy** providing service for vaccination.

_____ has received an influenza vaccination at our facility.

Employee/Patient Name

Injection administered on: _____
Date

Physician/Healthcare Professional:

Printed Name / Date

Signature of Provider / Date

Physician/Healthcare Facility Address:

_____ Tel: _____

