



Department of Energy
Office of Science
Brookhaven Site Office
P.O. Box 5000
Upton, New York 11973

February 10, 2021

Mr. Kevin Fox, Prime Contract Manager
Brookhaven Science Associates, LLC
Brookhaven National Laboratory
Upton, New York 11973

Dear Mr. Fox:

**SUBJECT: TRANSMITTAL OF OFFICE OF SCIENCE, HEAD OF CONTRACTING
ACTIVITY MEMORANDUM - USE OF ADMINISTRATIVE LEAVE BY
MANAGEMENT AND OPERATING CONTRACTORS FOR RECEIVING COVID-
19 VACCINATION**

Attached, please find Mr. Fontaine's memorandum on use of administrative leave by M&O contractors to receive the COVID-19 Vaccination. The memorandum grants up to four hours of administrative leave, per shot, to get vaccinated for COVID-19. This memorandum, signed by the Head of the Contracting Activity, is considered supplemental guidance to BNL's Prime Contract.

If you have any questions, please feel free to contact me at
Fausto.Fernandez@science.doe.gov.

Sincerely,

Fausto R. Fernandez | Contracting Officer
Director, Business Division
U.S. Department of Energy | Brookhaven Site Office

Digitally signed by
FAUSTO FERNANDEZ

Date: 2021.02.10

16:09:57 -05'00'

Attachment:
SC HCA Memo on Vaccine Admin Leave

cc: R. Gordon, SC-BHSO
G. Olson, SC-BHSO
M. Dikeakos, SC-BHSO
J. Loh, SC-BHSO
A. Clifton, SC-BHSO
D. Gibbs, BSA
J. Anderson, BSA
R. Tribble, BSA
G. Clark, BSA
R. Lincoln, BSA
R. Garbarino, BSA



Department of Energy
Office of Science
Washington, DC 20585

February 10, 2021

MEMORANDUM FOR DISTRIBUTION

FROM: JUSTON K. FONTAINE Juston K. Fontaine
HEAD OF CONTRACTING ACTIVITY

Digitally signed by Juston K. Fontaine
Date: 2021.02.10 09:53:07 -05'00'

SUBJECT: Use of Administrative Leave by Management and Operating Contractors for Receiving COVID-19 Vaccination

Thank you for your continued efforts to ensure an appropriate safety posture is put in place to prevent the spread of COVID-19 at your sites. On January 25, 2021, President Biden issued Executive Order 13991, Protecting the Federal Workforce and Requiring Mask-Wearing. One area of emphasis within the Executive Order was vaccine prioritization, distribution, and administration. It is important that individuals be vaccinated when the vaccine becomes available within local communities.

I have determined that it is reasonable contractor personnel who are working on site or on telework to be granted up to four hours administrative leave, per shot, to get vaccinated for COVID-19. I have further determined that the associated costs will be considered allowable if not otherwise unallowable. Contractors are responsible for supporting and tracking any claimed costs, including claimed leave costs for their employees, with appropriate documentation and identifying credits that may reduce reimbursement. The leave shall be coded consistent with the individual contractor's current human resource system and practices. Contractor personnel who are currently on leave under the special leave authority in CARES section 3610 may not be granted additional leave for this purpose. They may receive the vaccine while on their paid "stand by" status.

This memorandum is effective immediately. Should you have any questions regarding the above please contact Steven C. Jones at steven.jones@science.doe.gov

Attachment:

Executive Order 13991, Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing, dated January 25, 2021