

**To:** All staff and physicians  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** March 18, 2021  
**Re:** **Compensation for Travel Related to COVID-19 Vaccination**

## **Compensation for travel related to COVID-19 vaccination**

As was communicated to employees and physicians on March 12, 2021, Horizon reviewed its current practice related to travel compensation for employees who obtain the COVID-19 vaccination.

Employees who are **working** on the date of their vaccination appointment are entitled to mileage if they must travel to another location (that is outside of their home facility's community, i.e. Sussex to Saint John) to obtain their COVID-19 vaccination.

Employees who are **not working** on the date of their vaccination appointment are entitled to compensation for one hour while on site to obtain their vaccine and recover. This is paid at straight time only and cannot be banked.

Employees who are **not working** on the date of their vaccination appointment are also entitled to mileage if they must travel to a vaccination location that is (a) not their home facility; and (b) is located further from their home than their home facility.

Mileage is calculated based on the distance between the employee's home facility and the location of the vaccination clinic.