

**Vaccine Incentive Day Off (VIDO)**

*Thank you for doing your part to make sure that you, your family, and co-workers are safe from the spread of COVID-19 and variants. In appreciation of you complying to the UMES request to upload your verification or exemption (religious or medical) before August 2, 2021, you are entitled to 1 VIDO.*

**How to request VIDO:**

1. Make sure that you have uploaded your vaccine record or approved exemption form before August 2, 2021.
2. Make sure the day you are requesting does not impair your office or departmental operations.
3. Complete the VIDO Form.
4. Have your supervisor to sign the VIDO Form.
5. Send the signed VIDO Form to [humanresources@umes.edu](mailto:humanresources@umes.edu)
6. Enjoy your day off!
7. On the timesheet, complete the day as time worked and place that particular date in the notes section of the timesheet and enter VIDO (i.e. 08/02/21 - VIDO).

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Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested VIDO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit this form [humanresources@umes.edu](mailto:humanresources@umes.edu). Refer all questions to (410) 651-6400