



Employee Flu Vaccine Decision
Fall 2020

All employees are asked to complete this form regardless of whether they received a flu vaccine or not. Flu vaccine is highly recommended this year and the dates recommended are between September 1 2020 and October 31, 2020.

The form has two parts. Part one is to document your decision and action. Part two only applies if you received the vaccine in the recommended time frame. The form is due by email to Madeline Rivera madeline.rivera-lopez@kencrest.org no later than November 13, 2020.

Thank you for carefully considering your decision about flu vaccine this year.

Your name _____

Employee ID _____ (your employee ID is located on
your pay check)

Supervisor Name _____

Part One: Your decision and actions taken about the vaccine:

___ I have decided **NOT** to obtain a flu vaccine this year

___ I obtained the flu vaccine in the recommended time frame of
September 1, 2020 through October 31, 2020.

___ I obtained the flu vaccine this year but did not received it during the time frame
recommended

Part Two: complete this section ONLY if you received your flu vaccine between the recommended dates.

___ I wish to receive my stipend of \$20 in my paycheck. (Please note, amount paid out will be net of all applicable taxes.) This is the option that will be selected if nothing is checked.

___ I wish to donate my stipend of \$20 to the Rod Hibbard fund. I understand that it will be included in my wages and applicable taxes applied before the \$20 contribution deduction is taken.

Please return signed and completed forms to madeline.rivera-lopez@kencrest.org
Please scan* the form and email it.

Signature _____ Date _____




To be eligible for the stipend for getting the flu vaccine, forms are due no later than Friday November 13, 2020.

*You can take a picture of this completed form and email it, or use a free scanning app.

How to scan documents on your iPhone, iPad, or iPod touch

You can use the Notes app to scan documents and add signatures on your iPhone, iPad, or iPod touch.

Scan a document

1. Open Notes and select a note or create a new one.
2. Tap the Camera button , then tap Scan Documents .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
5. Tap Save or add additional scans to the document.