

**NOTICE OF FAILURE TO MEET QUALIFICATION FOR EMPLOYMENT**

To: <EMPLOYEE>

From: <COURT/DISTRICT/OFFICE MANAGER, e.g., Clerk of Court, NYC  
Chief Clerk, District Executive OCA Director>

Date: March 21, 2022

Subject: Failure to Meet Qualification for Employment (Non-compliance with  
Mandatory Vaccination Policy)

As you know, the Unified Court System's Vaccination Mandate requires every judge and non-judicial employee to submit proof of at least one dose of COVID-19 vaccination (and subsequent proof of full vaccination) to the Revised Mask Policy (Orange Card) share point site or, in the alternative, submit a religious or medical exemption to the UCS Employee Web Portal.

You are not in compliance with the Vaccination Mandate and therefore, have been deemed unfit for service for your failure to meet the qualification(s) necessary for employment.

Please be advised that you have fourteen (14) calendar days from the date of this Notice to comply with the Vaccination Mandate, e.g., uploading proof of your first dose of a two-dose vaccine; one dose of Johnson & Johnson; or your second dose of a two-dose vaccine, as applicable. Any request for a medical or religious exemption to vaccination filed on or after the date of this Notice is untimely and will not be considered. You are not permitted to report to work unless/until such time as you have submitted the required proof of vaccination and that submission has been confirmed by your supervisor. Your absences from work during this period will be charged to your Annual Leave, Compensatory Time and/or PTP accruals as may be applicable.

**SHOULD YOU FAIL TO COMPLY WITH THE VACCINATION MANDATE  
BY THE CLOSE OF BUSINESS ON APRIL 4, 2022,  
YOUR EMPLOYMENT WITH THE COURT SYSTEM WILL BE TERMINATED.**

[FOR COURT REPORTERS ONLY: Please be further advised of your continuing obligations under Article 9, *Stenographers*, of the Judiciary Law which include but are not limited to your responsibility to transcribe and certify stenographic notes in any matter when required to do so by the court or any person legally entitled to a transcript, regardless of your employment status with the Court System.

A copy of this letter will be placed in your personnel folder.

cc: Personnel Folder  
<Local HR Administrator>  
OCA Payroll  
<Union>