UC Influenza Vaccine Requirements for New Employees

Welcome to the University of California, Riverside. Seasonal influenza vaccination is **strongly recommended for all employees**, consistent with recommendations from the California Department of Public Health (CDPH). For most UCR employees, **influenza vaccination reporting is not required.**

Certain UCR employees are subject to influenza vaccination and reporting requirements based on their work assignment or work setting. This includes:

- **Covered Healthcare workers and other Covered Individuals** subject to the UC healthcare influenza vaccination requirements; and

As a condition of employment, you will be required to comply with the University of California Policy on Vaccination Programs – With Updated Interim Amendments. This policy requires all applicable covered individuals to **either receive or formally decline** the seasonal influenza vaccine **each year**.

Compliance Requirements:

- Within **14 calendar days of your start date**, log into the **UCR Occupational Health Portal (Enterprise Health)** and record your vaccination status or declination.
- In health care or patient-care settings, additional non-pharmaceutical interventions may be required by the County or the California Department of Public Health.

Seasonal Influenza (New Employee Guidelines):

- Employees hired **after December 15 but before May 1** of the flu season must comply within 14 days of employment.
- Examples:
  - Hired November 15 → comply by November 29
  - Hired December 1 → comply by December 15
  - Hired April 1 → comply by April 15
- Employees hired **May 1 or later** fall outside the flu season compliance period.

How to provide proof of vaccination:

1. Log into the **UCR Occupational Health Portal:** Enterprise Health.
2. From the homepage, go to **Message Center**.
3. Complete the **Flu questionnaire** by clicking **"Begin"** and uploading your immunization record.
4. Step-by-step instructions: ehs.ucr.edu/vaccination-programs-policy.
5. For assistance, email ehsocchealth@ucr.edu

Acceptable Proof of Flu Vaccination:

- Official **Influenza Vaccination Record Card**
- A **photo** of the vaccination card (as a separate document or stored on a phone/device).
- Documentation of vaccination from a healthcare provider.

Remote Employees:

- **Healthcare employees who are 100% remote**, with a current remote work agreement documented in UC Path, are exempt from the healthcare influenza reporting requirement and will not receive reminder notifications.

Updated: September 23, 2026