**INFORMATION REGARDING**

**THE NEW JERSEY EARNED SICK LEAVE LAW**

In May 2018, Governor Murphy signed the New Jersey Earned Sick Leave Law, which requires employers to provide workers with paid sick days based on the number of hours they work.

In accordance with that law, workers – including, full-time, part-time, and per diem workers -- who are not eligible for paid sick leave under civil service rules or the New Jersey education laws have been accruing sick leave since the law went into effect on October 29, 2018.

**Accrual Formula**

* Paid sick leave is accrued at the rate of one hour of sick leave earned for every 30 hours worked (regular and overtime)
* Maximum of 40 hours earned per leave year
* Leave Year: July 1, 2018 through June 30, 2019

Beginning Tuesday, February 26, 2019 or 120 days after the first day of employment, workers may start using accrued sick time.

Any accrued unused sick leave may be carried over into the next year. However, workers will not be able to use more than 40 hours of paid sick leave per year.

**Using Accrued Sick Leave**

Workers may use paid sick days for the following reasons:

* To obtain diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or you need preventive medical care.
* To care for a family member\* during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or your family member needs preventive medical care.
* If you or a family member have been the victim of domestic violence or sexual violence and you need time for treatment, counseling, or to prepare for or attend legal proceedings.
* To attend school-related conferences, meetings, or events regarding the employee’s child’s education; or to attend a school-related meeting regarding the child’s health
* Schools close due to a public health emergency or to care for a child whose school or child care provider closed due to a public health emergency.

“Family member” is defined as:

* Child (biological, adopted, or foster child; stepchild; legal ward; child of a domestic partner or civil union partner)
* Grandchild
* Sibling
* Spouse, domestic partner or civil union partner
* Parent
* Grandparent
* Spouse, domestic partner, or civil union partner of an employee’s parent or grandparent
* Sibling of an employee’s spouse, domestic partner, or civil union partner
* Any other individual related by blood to the employee
* Any individual whose close association with the employee is the equivalent of family

**Sick Day Call-In Process**

Foreseeable Absences (i.e. prescheduled medical appointment) should be reported in advance. All other absences should be reported as soon as feasible. Foreseeable absences will not be permitted on days when early dismissals are scheduled or on the last day before any long weekend or school vacation.

* Workers may use accrued sick days when they are scheduled to work (i.e have accepted a per diem assignment). **An assignment should not be accepted just to receive a paid sick day.**
* Workers must contact timekeepers to report a sick day at least one hour before the scheduled beginning of the work day. Timekeepers will enter reported sick days into Kronos.
* All extended absences (3 days or more) will require a doctor’s note in order to qualify for paid sick leave.

Allowable Sick Day Increments:

* Per Diem Teacher – Full day
* Per Diem Personal/Teacher Aide – Full Day
* Per Diem Security Guard – Half Day or Full Day
* Per Diem Custodian/Custodial Worker – Half Day or Full Day
* Per Diem Food Service Worker – Full Day
* Other Per Diems and Interns – Half Day or Full Day

Any questions should be directed to Randy Schrader, Executive Director, Employee Services, [rschrader@nps.k12.nj.us](mailto:rschrader@nps.k12.nj.us) or 973-733-7030.