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NJ Paid Sick Leave

Sick leave will be earned at the rate of 1 hour for every 30-hours worked, and is available to start using after 120 calendar days of employment. The maximum available sick leave to be used in a benefit year (January 1 – December 31) is 40 hours or 5 days.

Sick leave may be carried over from year to year up to a total of 5 days (40 hours). Unused sick leave over 5 days (40 hours) will be forfeited by January 1 of the succeeding year.

Pay will not be granted at the end of the benefit year in lieu of sick leave not taken.

Employees are not eligible to be paid for unused sick leave upon separation of employment.

Employees can use accrued sick leave for the following reasons:

- o Diagnosis, care or treatment of—or recovery from—an employee's own mental or physical illness, including preventive medical care.
- o Aid or care for a covered family member during diagnosis, care or treatment of—or recovery from—the family member's mental or physical illness, including preventive medical care.
- o Circumstances related to an employee's or their family member's status as a victim of domestic or sexual violence (including the need to obtain related medical treatment, seek counseling, relocate or participate in related legal services).
- o Closure of an employee's workplace or of a school/childcare of an employee's child because of a public official's order relating to a public health emergency.
- o Time to attend a meeting requested or required by school staff to discuss a child's health condition or disability.

The minimum increment of sick leave time used shall be 4 hours. Any missed work under a 4 hour increment may not be used towards sick leave.

An employee must at least provide 7 calendar days' notice for foreseeable sick leave.

An employee is prohibited from using foreseeable sick leave on the day before or after a holiday. If unforeseeable sick leave is used on the day before or after a holiday, the employee must submit reasonable documentation as to the reason. Failure to provide the required documentation may result in disciplinary action, up to and including termination.

Sick leave absences of 3 days or longer require reasonable documentation (such as medical documentation) that the leave is being taken for a permitted purpose. Failure to provide the required documentation may result in disciplinary action, up to and including termination.

Should a question arise regarding the legitimacy of a sick leave absence, a doctor's certification may be required.

Sick leave shall not count or be considered time worked for purposes of calculating overtime.

Should a question arise regarding the legitimacy of a sick leave absence, a doctor's certification may be required.

*Failure to comply with this policy and/or excessive absenteeism/ lateness may inhibit us in providing the services necessary to each learner, therefore, may result in progressive disciplinary action up to and including termination of employment. By signing below or replying to this correspondence.