

## New Jersey Paid Sick Leave Policy for Temporary Staff and Student Workers

Fairleigh Dickinson University (“FDU”) provides sick leave benefits to temporary staff and student workers in accordance with the New Jersey Sick Leave Act. Sick time is earned at the rate of one hour for every 30 hours worked and begins to accrue on the first day of employment (for employees hired before October 29, 2018, accrual shall commence on that date) not to exceed 40 hours per year. Unused hours will carry over each year to a maximum of 40 hours. FDU’s benefit year begins on July 1 and runs through June 30.

Employees can request use of earned sick leave after completing a waiting period of 120 calendar days from date of hire. The employee may subsequently use earned sick leave as it is accrued.

### Reasons for Use of Sick Leave

An employee can use earned sick leave for any of the following reasons:

- For diagnosis, care, or treatment of, or recovery from, an employee’s health condition or for preventive medical care for the employee;
- For the employee to aid or care for a covered family member during diagnosis, care, or treatment of, or recovery from, the family member’s health condition, or during preventive medical care for the family member;
  - A covered family member includes: child; grandchild; sibling; spouse; domestic partner; civil union partner; parent; grandparent; spouse, domestic partner, or civil union partner of a parent or grandparent of the employee; a sibling of a spouse, domestic partner, or civil union partner of the employee; or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
- Certain absences resulting from the employee or a covered family member’s status as a victim of domestic or sexual violence.
- Certain closures of the employee’s workplace, or the school or place of care of a child of the employee by order of a public official or public health authority, or because of the issuance by a health care provider or other public health authority

that the employee or family member in need of care would jeopardize the health of others through their presence in the community; or

- For time needed by the employee to attend his/her child's school-related conference, meeting, function, or other event.

### Employee Notice

An employee who needs to use earned sick leave that is foreseeable (for example, a scheduled doctor appointment or school conference) should provide advanced notice of at least 3 calendar days to their direct supervisor. The notice should include the reason for leave and expected duration. Additionally, the employee should make reasonable efforts to schedule such leave in a manner that is not unduly disruptive to FDU's operations.

If the need for leave is not foreseeable, employees who are unable to report to work due to reasons covered by this policy should notify their supervisor as soon as practicable and before the scheduled start of their workday if possible. The supervisor must also be contacted on each additional day of absence.

### Carryover

An employee will be permitted to carry over 40 hours of accrued but unused sick leave at the end of the benefit year; however, no more than 40 hours of accrued time may be carried over or utilized in any benefit year.

### Increments of Use

Earned sick leave can be used in minimum increments of hours. Increments usage will not be more than the employee's regularly scheduled shift for that day.

### Verification of Leave

If an employee is absent for three or more consecutive days, or is absent during a blackout period, due to reasons covered by this policy, reasonable documentation must be provided directly to the Office of Human Resources, verifying the need for the absence. FDU may seek clarification as necessary.

Reasonable documentation shall include documentation signed by the health care professional treating the employee or the family member which indicates the need for the leave and, if possible, the number of days. In the case of domestic/sexual violence, reasonable documentation would include medical documentation; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic/sexual violence has been convicted of a domestic/sexual violence offense; certification from a certified Domestic Violence Specialist or representative of a designated domestic violence agency or other victim services organization, certification by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic/sexual violence. In case of a closure of the employee's workplace, or the school or place of care of a child of the employee, by a public official, a copy of the order or determination by the health authority shall be considered reasonable documentation.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence. Earned sick leave taken during hours that would have been overtime if worked will be paid at the employee's regular rate, not the overtime rate.

Any absence that is permissible under this policy will not result in the Employee being disciplined, discharged, demoted, suspended, or result in a loss or reduction of pay or any other adverse employment action. However, FDU reserves the right to take action to correct the abuse of sick days or paid time off, or to correct excessive absenteeism.

Unused sick leave benefits will not be paid upon termination of employment.

The University will not tolerate retaliation against any person for requesting or using earned sick leave, reporting a violation of this policy, or providing information in connection with any inquiry made under this policy. If any employee believes that they have been subject to retaliation, it should be reported immediately to any member of the University's Human Resources department.