



## SICK LEAVE POLICY

Sick leave accrues from date of hire. For full-time employees, if the employee begins employment on or before the 15th of the month, credit will be given for that month. Full-time employees are eligible to use sick leave only after successful completion of the Introductory Evaluation Period, or after successful completion of the Extended Introductory Evaluation Period.

### **Part-time Employees (including Adjuncts)**

Please refer to the [New Jersey Paid Sick Leave](http://www.centenaryuniversity.edu/new-jersey-paid-sick-leave/) policy (<http://www.centenaryuniversity.edu/new-jersey-paid-sick-leave/>).

### **Sick Leave for Employee's and Family's Illness**

Sick leave may be used for the following:

- The diagnosis, care, treatment, or recovery from an employee's own mental or physical illness, injury or condition, or, for their preventative care
- The diagnosis, care, treatment, or recovery from a family member's own mental or physical illness, injury or condition, or, for their preventative care
- To deal with domestic violence or sexual assault experienced by an employee, or experienced by one of their family members
- If an employee's place of business, or their child's school, or place of care has been closed by order of a public official for any health-related reason
- If a public health official has determined that an employee or a member of their family could jeopardize the health of others
- For an employee to attend a school-related conference, meeting, function or other event, or to attend a meeting to discuss the child's health conditions or disability.

A family member includes a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or 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.

For full-time employees, one half (1/2) of a sick day will be charged if an employee comes in late or leaves early due to illness or medical/dental appointment. An Administrative employee may charge an absence to compensatory time, if available, or make up the time within same week, only with the prior approval of the Supervisor. If an employee works less than 1 and 1/2 hours

and leaves due to illness, the absence is charged as one (1) sick day. To minimize the impact on the workflow, employees are encouraged to schedule routine medical and dental appointments outside of the normal work schedule. If scheduled within the normal work schedule, the employee is required to give their Supervisor as much advance notice as possible.

### **Doctor's Note**

If an employee is absent due to illness for three (3) or more consecutive work days, a doctor's note must be given to the Supervisor and a copy forwarded to the Human Resources Department. The Supervisor may request a doctor's note for absences less than three (3) consecutive work days provided Human Resources has approved the request. In consultation with the Supervisor, Human Resources can put the employee on doctor's note restriction if absenteeism is determined to be excessive. The Supervisor and/or Human Resources may require a doctor's note in order to return to work, providing Human Resources has approved this request prior to making the request of the employee. A return to work doctor's note that contains any restriction and/or limitation must be submitted to Human Resources for review at least one week prior to the return to work date.

### **Leave of Absence**

An employee who is on paid leave of absence will accrue sick time in accordance with these guidelines. However, sick leave does not accrue while the employee is receiving disability insurance, Workers' Compensation or any unpaid leave of absence. If a full-time employee returns to work on or before the 15th of the month from an unpaid leave of absence, sick accrual will be given for that month.

An employee who is absent for more than 5 consecutive workdays as a result of their own disability can apply for Short Term Disability (STD) through Unum Insurance Company. STD can provide a benefit in the amount of 2/3 of the employee's base salary up to the weekly maximum cap which is determined the 1<sup>st</sup> of each year. STD is for a period of six months with medical certification. The employee must apply for STD by contacting Unum to initiate their claim.

An employee may request to utilize their accrued personal, floating holiday, sick time and/or vacation time to maintain full salary before applying for their STD leave.

In the event the employee is unable to return to work after their STD leave, the employee may apply for Long Term Disability through Unum. Long Term Disability provides up to 60% of the employee's base monthly salary up to a maximum of \$6,000 per month. If Long Term Disability benefits are granted through Unum Insurance Company or current provider, the employee's employment with Centenary University will end and all benefits offered through the University will terminate. If applicable, the employee will be eligible for continuation of medical benefits through COBRA.

### **Overtime**

Sick leave is not considered hours worked in the computation of overtime.

### **Accrual of Sick Time for Full-time Employees**

Full-time employees scheduled to work 35 hours per week over 12 months accrue sick leave at the rate of 0.83 days per full month of service, or 10 days per year.

Full-time employees scheduled to work 35 hours per week over 9, 10 or 11 months, sick leave accrues at the rate of 0.83 days per month of service times the number of months scheduled to work.

Full-time Faculty: Effective July 1, 1989, full-time Faculty accrue sick leave at the rate of 5 days for the Spring Semester and 5 days for the Fall Semester. Sick days are not accrued during other Sessions or Semesters.

The number of sick days earned during the Fall or Spring semester will be prorated if a Faculty member works only a portion of the semester.

Full-time Faculty and Adjuncts must report each sick day to the Office of Academic Affairs so that an Absence Report can be completed. In accordance with the NJ Paid Sick Leave law, all employees, **including full-time Faculty and Adjuncts**, must track their sick days by entering them into ADP at [www.workforcenow.adp.com](http://www.workforcenow.adp.com).

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#### **Carryover of Sick Time for Full-time Employees**

For full-time employees: The maximum number of sick days in an employee's sick bank is 25. This includes both carry-over sick time and current year sick time accruals. When there are 25 sick days in the sick bank, no further accruals are added until the sick bank falls below 25 days in which case it may be brought up to the 25 day maximum in the next fiscal year.

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#### **Sick Time and Termination of Employment**

In the event a terminated employee has used more sick days than they have accrued by their termination date, an adjustment will be made in the final check. For full-time employees, no sick time is accrued for the month if the employee terminates employment on or before the 15th of the month.

Sick days are not compensated upon termination.