

County College of Morris

Earned Sick Leave – Part Time Employees

Q & A

Who is eligible for NJ Earned Sick Leave?

For purposes of this policy, all employees of the college are eligible to be covered including full-time and part-time employees.

Part-time employees now earn sick leave time at the rate of 1 hour earned for every 30 hours worked. Part-time employees covered under this law include:

- Part-time employees regularly scheduled up to 24.5 hours per week
- Instructors of the college teaching non-credit courses
- Seasonal workers
- Temporary employees
- Coaches
- Work study / student employees

For what reasons can NJ Earned Sick Leave be used?

Personal - time needed for diagnosis, care or treatment of - or recovery from – an employee’s own mental or physical illness, injury or other adverse health condition including preventative medical care.

Family - time needed for the employee to care for a covered family member during diagnosis, care or treatment of – or recovery from – the family member’s mental or physical illness, injury or other adverse health condition including preventative medical care. Covered family members include: spouse, children, parents, foster parents, siblings, grandparents, grandchildren, step-parents, step children, in-laws, domestic partner or other person who occupies such position within the family, or a person living in the same household.

Circumstances - resulting from the employee or their family member being a victim of domestic or sexual violence, if the leave is to obtain medical attention, counseling, relocation, or participate in related legal services.

Public Health Emergency 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.

Time to Attend - a meeting requested or required by school staff to discuss a child’s health condition or disability.

How many hours can I use annually?

Eligible employees can use up to 40 hours annually against their NJ Earned Sick Leave balance.

What is the benefit year?

The benefit year for the plan is July 1 to June 30.

When am I first eligible to use this time?

You can begin using earned sick leave accrued under this law on February 26, 2019, or the 120th calendar day after you began employment, whichever is later.

What happens to my sick leave balance at the end of the benefit year?

The accrued unused balance, up to 40 hours, will be carried over to the next benefit year.

Can I use my sick leave in increments?

Employees can use accrued sick leave in 1 hour increments.

Can I use my sick leave on a day that I am not scheduled to work?

No. You may use your sick time only on days you are scheduled to work. For example, if you are scheduled to work on Mondays, Tuesdays and Thursdays, you can only use your sick time on those days.

Can I work additional hours or swap shifts instead of using accrued sick leave?

Yes, but with your supervisor's consent. The supervisor may not require this, or require you to use earned sick leave.

Can my supervisor ask for advanced notice before I use my sick leave?

Supervisors can require up to 7 days advanced notice if the employee's need to use earned sick leave is foreseeable. Otherwise, the employees should provide notice as soon as it is practicable.

What if I terminate my employment from the college?

Unused accrued sick leave is not paid out to employees at the time of separation.

Are there restrictions regarding when I can use my accrued sick leave?

The college reserves the right to establish "blackout dates" which are days that employees cannot request time off for foreseeable issues. Blackout dates are determined by the division/department in which the employee works. These dates will be communicated to employees within the division/department at the start of the fiscal year.

If I am a temporary employee and work within more than one department in a year, what happens to my accrued sick leave time?

The leave time earned stays with the employee and goes with you. For example, you may have worked in Accounting and had an accrued leave balance of 5 hours. Your assignment in Accounting ends and you then begin working in the Campus Store. You would have 5 hours of accrued leave time available to use at the start of the assignment in the Campus Store.

What if I separate employment and am rehired?

If you are rehired within six months of your separation date, any accrued sick leave balance will be restored. There is no restoration of sick leave balance if the separation is longer than six months.

I am an adjunct faculty member. Do I earn time off while teaching?

Adjunct faculty who teach credit courses are currently covered by a collective bargaining agreement that was in effect on October 29, 2018. At the expiration of the current contract, adjunct faculty will begin to accrue earned sick leave under this law or a successor contract.