Sick Leave Guidelines

for Hourly Student Employees and Academic Specialists

PURPOSE

The purpose of these guidelines is to outline the University's procedure for the accrual and use of paid sick leave to its hourly Student Employees (including student assistants, graduate assistants, and federal work-study students) and Academic Specialists in accordance with the N.J. State Paid Sick Leave Act.

Eligibility

This benefit is for all employees who work at the university in the capacity of Student Employees (including student assistants, graduate assistants, and federal work-study students) and Academic Specialists and are paid on an hourly basis.

These guidelines provide the governance for accrual and use of sick time for those covered employees. Following are the details of the guidelines:

Accrual of Paid Sick Leave:

Student Employees and Academic Specialists begin to accrue paid sick leave beginning October 29, 2018 or upon hire, whichever is later, under the following terms and conditions:

1. Hourly employees accrue one (1) hour of paid sick leave for every thirty (30) hours actually worked.
2. The maximum accrual of paid sick leave hours is forty (40) hours per calendar (benefit) year.
3. May carry over any earned but unused paid sick leave balance from one calendar year into the next without limit. However, may use a maximum of forty (40) hours of sick leave per calendar (benefit) year.
4. There is a waiting period of 120 days that must be completed for employees to be eligible to use paid sick leave.
5. Under no circumstances are Student Employees (including student assistants, graduate assistants, and federal work-study students) and/or Academic Specialists entitled to any payout for accumulated but unused paid sick leave.

Use of Paid Sick Leave:

Student Employees and Academic Specialists shall be entitled to the use of accrued paid sick leave after the 120 day waiting period has elapsed, and/or as soon as it is earned thereafter. Paid Sick Leave must be taken in quarter (1/4) hour increments. Paid Sick Leave may only be used in lieu of previously scheduled work hours.

Pay Rate for Sick Leave:

Paid Sick Leave will be paid at the Student Employee and/or Academic Specialist's normal hourly rate at the time the leave is taken.

Reasons for Use of Paid Sick Leave:

Student Employees and Academic Specialists may only use accrued Sick Leave for the following reasons**:**

1. Diagnosis, care or treatment of—or recovery from—a Student Employee or Academic Specialist's own mental or physical illness, injury, or health condition, including preventative medical care for the employee.
2. Aid or care for a family member during diagnosis, care or treatment of—or recovery from—the family member's mental or physical illness, injury or health condition, including preventative medical care.
3. Circumstances related to a Student Employee or Academic Specialist'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).
4. Closure of the University due to a public health emergency or Student Employee or Academic Specialist's need to care for a child whose school/childcare provider closed due to a public health emergency.
5. Time to attend a school related conference, meeting or event regarding Student Employee or Academic Specialist's child's education or to attend a school related meeting regarding the child's health.

"Family member" means 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.

Requesting to Use Earned Sick Leave

If a Student Employee or Academic Specialist would like to request use of earned sick leave, he/she should notify their supervisor. If the need for sick leave is foreseeable, he/she is required to notify the supervisor seven calendar days in advance of the need for sick leave. If the need for sick leave is unforeseeable or cannot be planned in advance, he/she must notify the supervisor as soon as practicable.

Student Employees/Academic Specialists hired into Regular Positions

Student Employees and/or Academic Specialists that are converted to regular full-time/part-time employee positions will retain the sick time accrued as a Student Employee and Academic Specialist once hired into a regular position. This time will remain separate from their new accumulated time. If the regular employee later retires from state service, the sick time that was earned while the employee was working the temporary assignment will not be eligible for SCOR payment.

Student Employees and Federal Work Study

Payment of Sick Time cannot be charged to federal work-study budgeted funds. If a Student Employee is being funded under the Federal Work-Study Program, the cost of the sick leave will be charged to the applicable Departmental Budget rather than the Federal Work-Study Program.

Separation of Employment

If a Student Employee and/or Academic Specialist is separated from service they lose all accumulated time unless they are rehired within 6 months of their separation date; their accumulated hours prior to separation are then reinstated.