

PERSONNEL
SICK TIME

Sick Time

Definition

Sick time shall mean absence from work because of an employee's personal disability due to injury or illness, or injury or illness in the family, for an appointment for medical services for an employee or for a family member which only can be scheduled during office hours, or for absence due to the employee's or family member's circumstances resulting from domestic or sexual violence, or where the employee's child's school or place of care has closed due to a public health emergency, or for the employee to attend the child's school function.

Sick time is accrued according to the employee's date of hire and applied on the first of the month after completion of a full month worked. Accrued sick time may be taken and paid to the employee, upon their request while on an approved NJ Family Leave (NJFLA) or a Federal Family Medical Leave (FMLA). The Executive Office determines if an employee's absence is a qualifying event for family medical leave purposes.

Unused sick time shall not be converted into personal leave hours, partial or full salary, or be included in separation or retirement benefits calculations.

Based upon the specific circumstances of the situation, a physician's statement may be required by the Human Resources Director when an employee is absent from work due to an illness. The Human Resources Director may require examination by a physician selected and paid for by the Association.

If a staff member is incapacitated by illness and/or requires hospitalization while on vacation, such time may, at the discretion of the Director, Human Resources, be converted to sick time hours upon presentation of a physician's and/or hospital certificate.

In case of illness or injury which continues beyond the employee's accrued sick leave, either short-term disability benefit and/or FMLA policies may be applicable.

Accrual for Full-Time Employees

In the first year of employment, sick time accrues at the rate of 7 hours per month. Accrued sick time is applied on the first day of every month after completion of a full month worked.

In the second year of employment and thereafter, sick time accrues at the rate of 8.75 hours per month to a maximum of 105 hours per fiscal year. Accrued sick time is applied on the first day of every month after completion of a full month worked.

If an employee uses less than the number of accrued hours he/she has earned in any fiscal year of service, all accrued hours shall be carried over into the subsequent year.

Accrual for Part-time Employees

All employees other than full time employees will accrue sick time as provided for in federal or state law or regulation.

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N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

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