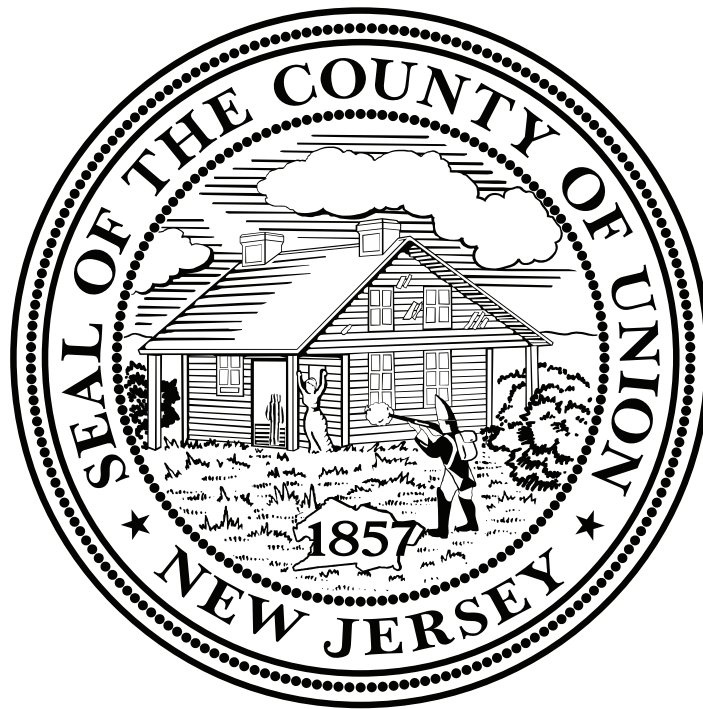


COUNTY OF UNION

Earned Sick Time Seasonal/ Temporary Employees



Union County

We're Connected to You

A service of the

UNION COUNTY BOARD OF
CHOSEN FREEHOLDERS



COUNTY OF UNION

DEPARTMENT OF ADMINISTRATIVE SERVICES

Laura M. Scutari, Director

To: Personnel Liaisons

From: Claudia Martins, Director
Division of Personnel Management & Labor Relations

Date: March 22, 2019

Re: Earned Sick Time for Seasonal/Temporary Employees

As of October 29, 2018, all seasonal and/or temporary employees shall accrue one (1) hour of paid sick leave for every thirty (30) hours worked to a maximum of forty (40) hours of sick leave in any calendar year. Employees can start using these sick leave benefits as of February 25, 2019.

Employees using sick leave will be paid for the same number of hours of leave as they would have worked on the day of absences. For example, if an employee is absent a day when he/she was scheduled to work six (6) hours of sick leave, provided he/she has at least six (6) hours of accrued, unused sick leave available.

Employees may use sick leave for any of the following reasons:

- When the Governor of the State of NJ has declared a State of Emergency;
- If the employee is sick or otherwise needs to care for his/her own health, including doctor and dental appointments;
- To care for a sick family member or a family member who is the victim of domestic or sexual violence;
- To attend school related meetings, conferences or functions regarding the employee's child's education or care provided to the child in connection with the child's health condition or disability.

Employees must give advance notice of their intent to use sick leave. If a sick leave absence is not foreseeable, including an emergency situation, employees should notify his/her Supervisor of their absence as soon as practicable. An employee, who is absent for three (3) or more consecutive days on sick leave, must provide reasonable documentation signed by a doctor or other health care professional indicating that the employee used the sick leave for one of the reasons stated above.

You will be required to notify each employee of how much accrued, unused sick leave they have remaining at the end of the calendar year. Employees may not carry over more than forty (40) hours of unused accrued sick leave for any year to the next. Also, employees cannot accrue or use more than forty (40) hours of paid sick leave in any calendar year.

Employees will not be paid out for accrued unused sick leave upon ending their employment.

DIVISION OF PERSONNEL MANAGEMENT AND LABOR RELATIONS

Elizabethtown Plaza

*Administration Building
Elizabeth, NJ 07207 (908)527-4160*

fax(908)558-2566

www.ucnj.org

We're Connected to You!

**BOARD OF
CHOSEN FREEHOLDERS**

BETTE JANE KOWALSKI
Chair

ALEXANDER MIRABELLA
Vice Chairman

ANGEL G. ESTRADA

ANGELA R. GARRETSON

SERGIO GRANADOS

CHRISTOPHER HUDAK

KIMBERLY PALMIERI-MOUDED

ANDREA STATEN

REBECCA WILLIAMS

EDWARD T. OATMAN
County Manager

AMY C. WAGNER
Deputy County Manager

ROBERT E. BARRY, ESQ.
County Counsel

JAMES E. PELLETTIERE, RMC
Clerk of the Board

CLAUDIA Y. MARTINS
*Director of Personnel
Management & Labor Relations*

COUNTY OF UNION

PAID SICK LEAVE POLICY

As of October 29, 2018, all seasonal and/or temporary employees shall accrue one (1) hour of paid sick leave for every thirty (30) hours worked to a maximum of forty (40) hours of sick leave in any calendar year. Employees can start using these sick leave benefits as of February 25, 2019; however, employees who had sick leave benefits prior to this date may continue using those benefits, and any unused sick leave benefits will be combined into a new bank of accrued sick leave.

Employees using sick leave will be paid for the same number of hours of leave as they would have worked on the day of absence. For example, if an employee is absent on a day when he/she was scheduled to work six (6) hours, he/she will be paid for six (6) hours of sick leave, provided he/she has at least six (6) hours of accrued, unused sick leave available.

Employees may use sick leave for any of the following reasons:

- If the employee is sick or otherwise needs to care for his/her own health, including doctor and dental appointments;
- To care for a sick family member or a family member who is the victim of domestic or sexual violence;
- To attend school-related meetings, conferences or functions regarding the employee's child's education or care provided to the child in connection with the child's health conditions or disability.

For purposes of this policy only, a "family member" shall include an employee's child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent, and those of an employee's spouse, domestic partner, or civil union partner, as well as any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship. Employees may not use earned sick leave for any other purposes and may be subject to discipline for doing so.

Employees must give up to seven (7) days advance notice of their intent to use sick leave for foreseeable sick leave absences. If a sick leave absence is not foreseeable, including emergency situations, employees should notify his/her Supervisor of their absence as soon as practicable, preferably prior to or within the first hour of the start of each regularly scheduled workday. An employee, who is absent for three (3) or more consecutive days on sick leave, must provide reasonable documentation signed by a doctor or other health care professional indicating that the employee used the sick leave for one of the reasons stated above.

The County will notify each employee how much, if any, accrued, unused sick leave they have remaining at the end of the calendar year. Employees may not carry over more than forty (40) hours of unused accrued sick leave from any year to the next. Also, employees cannot accrue or use more than forty (40) hours of paid sick leave in any calendar year.

Employees will not be paid for accrued, unused sick leave upon termination of employment.