

# STOCKTON UNIVERSITY



## PROCEDURE

### **Paid Sick Leave for Temporary and Student Workers**

Procedure Administrator: Associate Vice President for Human Resources  
Authority: N.J.A.C. 4A:6-1.1 to 4A:6-1.24, Paid Sick Leave Act A1827  
Effective Date: November 14, 2018; August 15, 2019  
Index Cross-References: 6153  
Procedure File Number: 6154  
Approved By: Harvey Kesselman, President

The following describes the University's procedure for the accrual and use of time off with pay to its temporary and student employees, including federal work study students in accordance with N.J. State Paid Sick Leave Act.

#### **Accrual of Paid Sick Leave:**

Temporary and Student Employees begin to accrue paid time off beginning October 29, 2018 or upon hire, whichever is later, under the following terms and conditions:

1. Temporary and Student Employees accrue one hour of paid time off for every thirty (30) hours actually worked.
2. The maximum accrual of paid time off hours is forty (40) hours per calendar (benefit) year.
3. Temporary and Student Employees may carry over any earned but unused paid time balance from one calendar year into the next without limit.
4. Under no circumstances are Temporary and Student Employees entitled to any payout for accumulated but unused paid time off.

#### **Use of Paid Sick Leave:**

Temporary and Student employees shall be entitled to the use of accrued paid time off as soon as it is earned. 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 Temporary or Student Employee's normal hourly rate at the time the leave is taken.

#### **Reasons for Use of Paid Sick Leave:**

Temporary and Student Employees may only use accrued Paid Sick Leave for the following reasons:

1. Diagnosis, care or treatment of—or recovery from—a Temporary or Student Employee's own mental or physical illness, including preventative medical care for the employee.

2. Aid or care for a covered family member during diagnosis, care or treatment of— or recovery from—the family member's mental or physical illness, including preventative medical care.
3. Circumstances related to a Temporary or Student Employee'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 or of a school/childcare of an employee's child because of a public official's order relating to a public health emergency.
5. Time to attend a University related conference, meeting or function meeting requested or required by University staff.

"Family member" is defined as any individuals related by blood to the Temporary or Student Employee or whose close association with the Temporary or Student Employee is the equivalent of a family relationship.

**Temporary and Student Employees hired into Regular Positions**

Temporary or Student Employee employees that are converted to regular full-time/part-time employee positions will retain the sick time accrued as a Temporary or Student Employee.

**Temporary Employees (TES) maximum hours – 944**

Temporary Employees (TES) are limited to working 944 hours in a given calendar year. For TES employees, Sick Time used (i.e. sick time recorded as benefit time taken on the timesheet) will count against the 944-hour limit. (NOTE: 944 hours worked equates to approximately 31.5 sick hours earned).

**Student Employees and Federal Work Study**

Student Workers are eligible for Paid Sick Leave and are subject to all the provisions above. Payment of Paid Sick Leave cannot be charged to work-study budgeted funds. If a Student Worker is being funded under the Federal Work Study Program the cost of the Paid Sick Leave will be charged to the applicable Departmental Budget rather than the Federal Work Study Program.

Review History:

	Date
Associate VP for Human Resources	06/26/2019
General Counsel	08/01/2019
Cabinet	08/01/2019
President	08/15/2019