



NJ Employee Earned Sick Leave Request Form

- Adjunct Coach Graduate Assistant

Employee Name (print): R Number:

Employee Signature: Department:

To request Sick Leave, notify your Supervisor that you will be taking sick time for one of the eligible reasons listed below. To take sick time, enter your sick hours below. Sign and date the form. Provide the form to your Supervisor for approval. The completed form should be sent to Payroll@Ramapo.edu

You may view your available sick leave balance at any time in Web Self-Service by clicking Leave Balances under the Employee tab in Web Self-Service.

Table with 5 columns: Absence Type, Date (From, To), Total # of Hours, Sick Hours Taken (From, To), Total Hours. Row 1: Sick

Check the reason you are requesting LEAVE under the NEW JERSEY EARNED SICK LEAVE LAW: For approval, the absence must be related to the reasons permitted by the New Jersey Earned Sick Leave Law.

- Personal - Diagnosis, care or treatment of - or recovery from - an employee's own mental or physical illness, including preventative medical care.
Family - 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.
Circumstances related to an 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).
Public Health Emergency Closure of an employee's workplace or of a school/childcare or 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.

Supervisor Approval/Signature:

Supervisor approval box containing checkboxes for Approved and Denied, Supervisor Name (print), Date, and Supervisor Signature.

## New Jersey Earned Sick Leave Law FAQs

### Who is covered by the Law?

The New Jersey Earned Sick Leave Law extends earned sick leave benefits to employees who were not previously entitled to this benefit (i.e. adjuncts, temporary, hourly employees, and student workers).

### What does the New Jersey Earned Sick Leave Law Provide?

Under the New Jersey Earned Sick Leave Law, eligible employees earn sick leave at the rate of one-hour for every 30 hours worked, up to a maximum of 40 hours of sick leave.

### When can eligible employees start accruing sick leave?

Eligible employees will begin to accrue earned sick leave on October 29, 2018, or on their first day of employment, whichever is later.

### When can eligible employees start using sick leave?

Eligible employees can begin using earned sick leave accrued under the New Jersey Earned Sick Leave Law the **later** of the 120<sup>th</sup> day after the accrual date of October 29, 2018 on and after February 26, 2019 or the 120<sup>th</sup> calendar day after you begin employment.

### Is advance notice required before I take a Sick Leave?

If your need for earned sick leave is foreseeable (can be planned in advance), you should as possible provide up to 7 days advance notice of your intention to use earned sick leave to your supervisor. If your need for earned sick leave is unforeseeable (cannot be planned in advance), provide notice as soon as it is practical to your supervisor.

### Do I need to provide documentation when I use my Sick Leave?

Documentation is required, if you use earned sick leave on 3 or more consecutive work days, or on certain Blackout dates specified by your supervisor. However, the law prohibits employers from requiring your health care provider to specify the medical reason for your leave.

### Can I carryover Sick Leave Days?

Yes, you may carry-over up to 40 hours of leave per benefit year. However, you can only use up to 40 hours of leave per benefit year.

### If, I need to take a sick Leave day what is the process?

Notify your Supervisor that you will be taking sick time for one of the eligible reasons. To take sick time, enter your sick hours using the NJ Earned Paid Sick Leave Request form. Submit the form to your Supervisor for approval. Forward the form to [Payroll@Ramapo.edu](mailto:Payroll@Ramapo.edu). You may view your available sick leave balance at any time in Web Self-Service by clicking Leave Balances under the Employee tab in [Web Self-Service](#).

### I am an Adjunct, Graduate Assistant or Coach and I do not submit my time via Web Self Service. How can I submit a Sick Leave request?

Notify your Supervisor that you will be taking sick time for one of the eligible reasons listed above. Complete the NJ Employee Earned Sick Leave Request Form to request sick time. Enter your sick hours, date(s) you are requesting Earn Sick Leave. Provide the completed NJ Employee Earned Sick Leave Request Form to your Supervisor for review and approval. Your Supervisor will forward the completed form to Payroll for processing.

### As a Supervisor can I view the available Leave Balances of my Direct Reports?

Yes, you can view the Leave Balances of your Direct Reports via [Web Self-Service](#). Access the employees' timesheet in the same manner that you access their record to approve their time. Click on the "Employee Tab, Select the Pay Type (RB or SB), Pay number, select the employees' record and click the "Leave Balance" link located to on the last column on the far right of the employees' record.

The New Jersey Earned Sick Leave which was posted as legally required may be viewed at [https://nj.gov/labor/forms\\_pdfs/mw56sickleaveposter.pdf](https://nj.gov/labor/forms_pdfs/mw56sickleaveposter.pdf)

### As an adjunct how are my hours calculated?

When calculating sick leave accrual, multiply the total classroom teaching hours by 2.25 per credit to get their equivalent "work hours". For example, an adjunct teaching 8 credits for 15 weeks in the Fall semester: 8 credits x 2.25 = 18 hours a week. 18 x 15 weeks = 270 hours for the semester. Divide 270 by 30 hours (sick leave at the rate of one-hour for every 30 hours worked) = 9 hours of sick leave for the semester.