

PERSONNEL  
SICK TIME

Sick Time

Accrual

Sick time hours are accrued on a monthly basis and are applied on the first of the month following completion of a full month worked and may only be taken after they are earned. Use of sick time, shall be per request, and may be taken in units of not less than one-half hour per request.

During a full-time employee's first year of employment, sick time hours accrue at the rate of 7 hours per month. In the second anniversary year of employment and thereafter, sick time hours accrue at the rate of 8.75 hours per month.

Pursuant to NJSA 34:11D-1 et. seq. part-time employees accrue one hour of earned sick leave for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year. An employee may work additional hours to compensate for work missed rather than use earned sick leave, at the discretion of the Executive Director.

If the need is foreseeable, seven days advance notice of an employee's intention to use earned sick leave, must be provided. If the need is unforeseeable, notice must be provided as soon as is practical.

Notification

Employees must notify their supervisor by 9:00 a.m. on each day of any unplanned absence. An employee must contact his/her immediate supervisor directly to report his/her absence. It is not appropriate to leave a message on the answering machine before 9:00 a.m. or after 5:00 p.m. Failure to provide proper notification may result in disciplinary action.

Usage

When an employee has been absent from work due to personal disability, injury or illness for more than three (3) consecutive work days, he/she is required to submit documentation from a health care provider certifying the medical necessity for the absence and the expected date of return to work. An employee who does not have a return to work date shall keep Human Resources informed on a weekly basis as to the employee's status and ability to return to work. Where the employee has been out on sick leave for more than three (3) consecutive work days, Human Resources will notify the employee that NJSBA is provisionally designating the use of that sick leave as Family Medical Leave, if eligible (running concurrently with sick leave).

Sick leave is provided for the reasons stated herein, and may not be used for other purposes. Human Resources may request a doctor's note certifying the medical necessity for an absence.

The employee may be required to submit a return to work note from the treating physician prior to reporting back to the workplace.

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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**

**GOVERNANCE & OPERATIONS**

**FILE CODE: GO/4153.1R**

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May 2010  
January 18, 2019

See Also:      GO/4113.12R    Four Day Week  
                  GO/4113.2R    Emergency Closings  
                  GO/4154R      Family Medical Leave  
                  GO/4155        Attendance  
                  GO/4161R      Association Holidays