

RUTGERS UNIVERSITY POLICY

Section: ~~60.3.5~~

Section Title: ~~Non-Academic Employees~~

Policy Name: ~~Sick Time and Sick Leave~~

Formerly Book: ~~3.6.6~~

Approval Authority: ~~Senior Vice President for Administration~~

Responsible Executive: ~~Senior Vice President for Administration~~

Responsible Office: ~~University Human Resources~~

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Errors or changes? Contact: policies@hr.rutgers.edu

<u>Policy Name:</u>	<u>Sick Time and Sick Leave</u>				
<u>Section #:</u>	<u>60.3.5</u>	<u>Section Title:</u>	<u>Non-Academic Employees</u>	<u>Formerly Book:</u>	<u>3.6.6</u>
<u>Approval Authority:</u>	<u>Senior Vice President for Human Resources and Organizational Effectiveness</u>		<u>Adopted:</u>	<u>06/1973</u>	<u>Reviewed:</u> <u>10/29/2018</u>
<u>Responsible Executive:</u>	<u>Senior Vice President for Human Resources and Organizational Effectiveness</u>		<u>Revised:</u>	<u>09/2000; 06/30/2006; 02/29/2008; 07/01/2013; 09/09/2013; 10/29/2018</u>	
<u>Responsible Office:</u>	<u>University Human Resources</u>		<u>Contact:</u>	<u>policies@hr.rutgers.edu</u>	

1. Policy Statement

The policy outlines the definition of sick time and sick leave, Absence Reporting in PeopleSoft System requirements, and the accrual and use of earned sick leave and sick time.

2. Reason for the Policy

To inform University employees of the definitions, procedures, and requirements associated with earning and using sick time.

3. Who Should Read This Policy

~~All regulations and procedures are subject to amendment.~~

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This policy is applicable ~~only to employees in legacy Rutgers positions-, and to employees in non-aligned legacy University of Medicine and Dentistry of New Jersey "UMDNJ" positions.~~ A legacy Rutgers position is a position which, historically, was associated with the Rutgers University before June 30, 2013. A legacy UMDNJ position is a position which, historically, was associated with UMDNJ before June 30, 2013. ~~Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy UMDNJ positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.~~

4. **Related DocumentsResources**

New Jersey Earned Sick Leave Law, N.J.S.A. 34.11D-1 et seq.

University Policy 60.3.7.7: Medical Leave of Absence Without Salary

University Policy 60.3.8.7: Family Leave

University Policy 60.3.17.7: Unused Sick Time – Policy on Administration of Payments to University Staff Retirees

5. **ContactsDefinitions**

~~University Human Resources, Benefits Office 848-932-3990~~

Legacy Rutgers position: A position which historically was associated with Rutgers University before June 30, 2013.

Legacy UMDNJ position: A position which historically was associated with UMDNJ before June 30, 2013.

6. **The Policy**

~~60.3.5~~ **SICK LEAVE**

I. **Policy Statement**

A. Sick Time for Care of Self

Sick time is defined as a necessary period of absence due to the employee's own illness or for exposure of the employee to contagious disease.

The illness of an employee should be recorded in ~~the~~ Absence Reporting in PeopleSoft System as "S"Sick." for sick time. ~~Sick time should not be taken for attending planned, routine medical or dental appointments~~

B. Sick Leave for Care of Others

~~Sick leave~~ Leave is a charge of the employee's accrued sick time to provide medical care to a seriously ill family member as designated in the special circumstances described below. The number of days that the employee may charge to accrued sick leave time for these circumstances may not exceed a total of fifteen (15) days per fiscal year.

~~The employee's absence should be recorded in the Absence Reporting System as~~ "SL" for sick leave.

1. Emergency Attendance

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An employee's emergency attendance ~~on~~for a member of- the employee's family (mother, father, spouse, domestic partner, child, step child, foster child, grandchild, sister, brother, grandmother, grandfather) who is seriously ill.

2. **Medically Certified Care**

An employee's attendance ~~upon~~for an employee's seriously ill family member at a hospital, health care facility, or at home; or the employee's transport of the employee's seriously ill family member to medical treatment, when properly certified by a health care provider on a Sick Leave to Care for a Seriously Ill Family Member Certification Form ~~Family Member Certification Form~~ (<http://uhr.rutgers.edu/GetAForm.htm>). ~~(http://uhr.rutgers.edu/GetAForm.htm)~~. Use of sick leave will not be permitted where the employee has failed to provide the Sick Leave to Care for a Seriously Ill Family Member Certification Form.

C. New Jersey Earned Sick Leave Law

In addition, up to five (5) days of Sick Leave per fiscal year may be taken in accordance with the provisions of the New Jersey Earned Sick Leave Law.

For absences taken for reasons set forth in paragraph(s) I(B) and (C) above, the employee's absence should be recorded in the Absence Reporting in PeopleSoft System as "Sick Leave" and "NJ Earned Sick Leave," where appropriate. ~~for sick leave.~~

Earned Sick Time Bank

Time taken as ~~s~~Sick time, or s~~Sick Leave, or~~ NJ Earned Sick Leave comes from the same accrued bank of sick time earned by an employee.

Sick Time and Sick Leave Use Requirements

Staff members are not entitled to use sick time or sick leave unless satisfactory evidence pertaining to the preceding conditions is furnished when requested. Employees with a record of chronic absenteeism for illness may be referred to a University staff physician for a physical examination. For further information, consult University Human Resources.

Staff Covered by Collective Negotiations Agreements

For employees covered by collective negotiations agreements, always refer to the appropriate agreement for any variations or additional details in the Sick Time and Sick Leave policy.

II. Sick Time Accruals for Administrative and Managerial, Professional, Supervisory, and Confidential Staff

Sick leave is earned as follows:

A. **Full-time Staff**

Regularly appointed full-time 10- or 12-month staff employees begin accruing sick leave with the first full month of employment.

1. Employees who start working after the beginning of a fiscal year (July 1) accrue one day of sick time for each full calendar month of employment during the remainder of that fiscal year.
2. Employees who start work on July 1 (or the first working day in July) accrue 1 1/4 days for each full calendar month of employment during that fiscal year.

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3. During the second and subsequent years, sick time is accrued at the rate of 1 1/4 days per month, for a total of 15 days per year for 12-month appointments and 12 1/2 days per year for 10-month appointments.

B. Part-time Staff

Regularly appointed part-time staff employees accrue sick time on the same basis as full-time employees except that it is prorated according to the percentage of time appointed. For example, a 50% time employee earns 7.5 full-time days by the end of the fiscal year (15 full-time days at 50% equals 7.5 full-time days).

III. Unused Sick Leave

The unused portion of sick leave is cumulative, but only for its intended purpose.

- A. Credit will be granted for documented unused sick time accumulated during periods of previous employment at Rutgers.
- B. Credit will also be granted for documented unused sick time accumulated at an agency of the State of New Jersey, including a state college or university, when the individual comes to work in an eligible position at Rutgers with no break in service from the date of termination at the previous state agency.
- C. No cash payment is made for unused sick time except upon retirement in accordance with state legislation and implementing regulations. If the employee had a break in service, sick time accumulated prior to the break will not be included in the lump sum calculation unless the break occurred as the result of a layoff. Further details of this payment appear in the policy section of University Policy 60.3.17: Unused Sick Time – Policy on Administration of Payments to University Staff Retirees.

IV. Special Circumstances

A. Negative Sick Time Balance

A negative sick time balance may not appear in ~~the~~ Absence Reporting System in PeopleSoft at the close of the fiscal year. Department and division heads are required to request salary adjustments for individuals who have exceeded their accumulated sick time or may authorize the employee to charge available vacation, administrative leave, or personal holiday time.

B. Discontinued Salary

Requests for salary discontinuances ~~that are anticipated to be less than a full calendar month~~ are to be made by notifying the Time and Labor Preparer in the employee's department, through use of the Time Report Form (<https://payrolluhr.rutgers.edu/trs/>). ~~When it is anticipated that an employee's illness will continue for a period of one full calendar month or longer beyond accumulated sick time, the employee may be placed on a leave of absence without salary in accordance with u~~ University Policy 60.3.7: Medical Leave of Absence without Salary, and section II of University Policy 60.3.8: B of the university's Family Leave policy, which details the Federal Family and Medical Leave policy. ~~In either case, the Absence Reporting System in PeopleSoft must be noted appropriately.~~

C. From Faculty to Staff

An individual whose status changes from faculty to staff will be granted 15 sick days effective the date of the status change from faculty to staff.

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D. Notwithstanding the above provisions, the University will act in accordance with the New Jersey Earned Sick Leave Law.

E. Exceptions

Exceptions to any provisions within this policy may be granted only by the Senior Vice President for Human Resources and Organizational Effectiveness or his or her designee.

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