



## RUTGERS 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

**Originally Issued:** 6/1973

**Revisions:** 9/2000; 6/30/2006; 2/29/2008, 7/1/2013, 9/9/2013 (Updated title and Section 3)

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**  
The policy outlines the definition of sick time and sick leave, Absence Reporting 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**  
This policy is applicable only to employees in Rutgers positions. A Rutgers position is a position which, historically, was associated with the Rutgers University 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 Documents**  
  
Policy 60.3.7, Medical Leave of Absence without Salary  
Policy 60.3.8, Family Leave  
Policy 60.3.17, Unused Sick Time – Policy on Administration of Payments to University Staff Retirees
5. **Contacts**  
University Human Resources, Benefits Office 848-932-3990
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 System as "S" 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 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

An employee's emergency attendance on 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 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 Family Member Certification Form (<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 Family Member Certification Form.

### Earned Sick Time Bank

Time taken as sick time or 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.
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 policy section 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 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 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 university policy 60.3.7, Medical Leave of Absence without Salary, and section 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 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.