

MONROE TOWNSHIP SCHOOL DISTRICT

423 Buckelew Avenue
Monroe Township, NJ 08831

New Jersey Earned Sick Leave Notice of Employee Rights

This notice is solely for employees who are not covered by a collective negotiations agreement or a statutory sick leave provision (N.J.S.A. 18A:30-1, et seq.)

Amount of Earned Sick Leave

MTSD must provide up to a total of 40 hours of earned sick leave every benefit year. Our benefit year is:

Start of Benefit Year: July 1 End of Benefit Year: June 30

Rate of Accrual

You accrue earned sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year.

Date Accrual Begins

You begin to accrue earned sick leave on October 29, 2018, or on your first day of employment, whichever is later.

Date Earned Sick Leave is Available for Use

You can begin using your earned sick leave accrued under this law immediately, or on the 120th calendar day after you began employment, whichever is later.

How to Use Earned Sick Leave

To request use of your earned sick leave, you must complete an online [Request Form for Earned Sick Leave](#). Earned sick leave can only be used in increments of 7.10 hours (equivalent of one full school day).

Acceptable Reasons to Use Earned Sick Leave

You can use earned sick leave to take time off from work when:

- You need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or you need preventive medical care.
- You need to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or your family member needs preventive medical care.
- You or a family member have been the victim of domestic violence or sexual violence and need time for treatment, counseling, or to prepare for legal proceedings.
- You need to attend school-related conferences, meetings, or events regarding your child's education; or to attend a school-related meeting regarding your child's health.
- Your employer's business closes due to a public health emergency or you need to care for a child whose school or child care provider closed due to a public health emergency.

Family Members

The law recognizes the following individuals as "family members:"

- Child (biological, adopted, or foster child; stepchild; legal ward; child of a domestic partner or civil union partner)
- Grandchild, sibling, spouse, domestic partner or civil union partner, parent, grandparent
- Spouse, domestic partner, or civil union partner of an employee's parent or grandparent
- Sibling of an employee's spouse, domestic partner, or civil union partner
- Any other individual related by blood to the employee
- Any individual whose close association with the employee is the equivalent of family

Advance Notice

If your need for earned sick leave is foreseeable (can be planned in advance), MTSD requires 7 days' advance notice of your intention to use earned sick leave. If your need for earned sick leave is unforeseeable (cannot be planned in advance), you must give notice as soon as it is practical.

Blackout Dates

MTSD prohibits the use of foreseeable sick leave on any date that precedes or follows a school closing as designated on the MTSD school calendar.

Documentation

MTSD requires reasonable documentation if you use earned sick leave on 3 or more consecutive work days and if you use unforeseeable sick leave on blackout dates. The law prohibits employers from requiring your health care provider to specify the medical reason for your leave.

Unused Sick Leave

Up to 40 hours of unused earned sick leave can be carried over into the next benefit year. However, pursuant to Board Policy 1642, you may only use a maximum of 40 hours of leave per benefit year.

You Have a Right to be Free from Retaliation for Using Earned Sick Leave

MTSD cannot retaliate against you for:

- Requesting and using earned sick leave
- Filing a complaint for alleged violations of the law
- Communicating with any person, including co-workers, about any violation of the law
- Participating in an investigation regarding an alleged violation of the law
- Informing another person of that person's potential rights under the law.

Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in hours, or any other adverse employment action against you for exercising or attempting to exercise any right guaranteed under the law.

You Have a Right to File a Complaint

You can file a complaint with the New Jersey Department of Labor and Workforce Development online at nj.gov/labor/wagehour/complnt/filing_wage_claim.html or by calling 609-292-2305 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

Keep a copy of this notice and all documents that show your amount of sick leave accrual and usage. You have a right to be given this notice in English and, if available, your primary language. For more information visit the website of the Department of Labor and Workforce Development: nj.gov/labor.