

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>6 – LEAVE TIME</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>4 – SICK LEAVE</b>	<b>REVISED: 6/10/15</b>

Title 4A:6-1.1(a) specifies the rules governing minimum sick leave for local government employees.

During the initial month of employment, full-time employees will receive 1 working day of sick leave if they begin work on the 1<sup>st</sup> through 15<sup>th</sup> day of the calendar month, and 1/2 working day if they begin work on the 16<sup>th</sup> through the 23<sup>rd</sup> day of the month. No credit is earned if an employee begins work on the 24<sup>th</sup> day of the month or after (4A:6-1.3(a)1).

After the initial month and up to the end of the first calendar year, full-time employees earn 1 working day for each month of service.

At the beginning of each calendar year thereafter, full-time employees shall have 15 working days of sick leave credited in anticipation of continued employment (4A:6-1.3(a)2).

Part-time employees are entitled to proportionate amounts of paid sick leave (4A:6-1.3(b)).

Failure to follow the procedure for notification of absence due to illness could result in denial of sick leave for that absence and/or other disciplinary action.

Employees may be required to submit official proof of illness or inability to work when:

- (1) They have been absent on sick leave for 5 or more consecutive working days;
- (2) They have been absent on sick leave for an aggregate of more than 15 days in a 12-month period;
- (3) The department head determines such requirement appears reasonable.

Sick leave may be used for personal illness or injury, exposure to contagious disease, care for a seriously ill member of an employee's immediate family, or death in an employee's immediate family (4A:6-1.3(g)). For the purposes of this policy, immediate family shall include any relations as are deemed within the definition of family members under the NJFLA and the federal FMLA (please refer to HR 6.11, HR 6.11 Exhibit S titled "NJFLA and FMLA General Information"). In general, immediate family is defined as a parent, child, and spouse or civil union partner. Expanded definitions of immediate family may be found in the appropriate negotiated contract.

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The County may require a medical certificate from an attending physician stating an employee is able to return to his/her regular duties and that returning to work would not jeopardize the health of the employee, other employees, or the public at large. At its discretion, the County may further require that an employee obtain a medical release from the County physician. Please refer to HR 6.4 Exhibit K for additional information.

If an illness is of a chronic or recurring nature, employees shall only be required to provide one proof of illness every six months. Such proof must specify the nature of the illness and that it is likely to cause periodic absences.

Paid sick days shall not accrue during a leave of absence without pay, during a suspension, or after an employee has resigned even if his/her name remains on the payroll until vacation or other compensatory time is exhausted (4A:6-1.3(c) and (d)).

An employee who exhausts all of his/her paid sick leave in any one year shall not be credited with additional paid sick leave until the beginning of the next calendar year (4A:6-1.3(e)).

Unused sick leave shall accumulate from year to year without limit (4A:6-1.3(f)).

Sick leave may be used in half hour increments.

Medical and dental appointments should be made outside normal working hours, whenever possible. If it is necessary that such appointments be scheduled during regular working hours, the normal procedure for requesting sick time will be followed.

When a union employee retires, the County will buy back a portion of unused sick leave in accordance with the terms of the appropriate negotiated agreement. Non-union and managerial employees, upon retiring on pension, shall be eligible for a one-time supplemental payment based on the number of unused sick days remaining to the employee's credit. For non-union and managerial employees, the supplemental payment for retirees will be calculated by dividing the number of unused sick days in half and multiplying that result by the value of a day's pay for the employee at retirement with the total supplemental payment not to exceed \$15,000.

If an employee terminates employment prior to the end of the calendar year, an adjustment will be made in the final paycheck for any sick leave which has been used but not yet earned.

In the case of a serious illness or accident, an employee may request approval from the Human Resources Director to change vacation leave to sick leave. Such requests must be made at the time the condition occurs and not when the employee returns to work. The employee must have supportive medical documentation.

Additional provisions concerning sick leave are outlined in accordance with appropriate negotiated agreements.

**Employee:**

If a union employee, should consult their appropriate negotiated agreement for specifics on notifying their Department Head/designee if they will be absent due to illness, and if a non-union employee, should consult their Department Head for department procedures.

Provides proof of illness or inability to work when requested by Department Head.

May request approval to change vacation leave to sick leave in the case of a serious illness or accident at the time the condition occurs. The employee must provide supportive medical documentation.

**Department Head/designee:**

Reports quarterly the use of sick leave to the Human Resources Director for routine employee absences.

Sends a memo to the Human Resources Director stating the anticipated length of an employee's absence for long-term illnesses. Please refer to HR 5.9 titled "Disability Benefits," HR 6.10 titled "Disability Leave" and HR 6.11 "Unpaid Leave" for more information relevant to long-term illnesses.

Forwards medical certificates, whenever applicable, to the Human Resources Director for the employee's personnel file (a medical certification is documentation from an attending physician stating an employee is able to return to his/her regular duties and that returning to work would not jeopardize the health of the employee, other employees or the public at large).

**Human Resources Director/designee:**

Reviews quarterly Sick Leave reports.

Receives correspondences concerning anticipated leaves for long-term illnesses.