

PART TIME EARNED SICK LEAVE

To Staff and Supervisors:

EARNED PART TIME SICK LEAVE – Effective October 29, 2018, the *New Jersey Earned Sick Leave Law* allows employees to accrue 1 hour of earned *sick* leave for every 30 hours worked, up to 40 hours each year. Atlantic Cape Community College is providing sick hours to all part time employees including college work study students. Sick time will be added to your part time employee's sick leave account on a monthly basis and the balance of hours available will appear on the pay advice viewable through Web Advisor.

For Hourly Part Time Employees and College Work Study Students

Part time employees who use Self Service for time entry can now also enter their sick time on the Self-Service system. Please be aware of the following:

- Employee must be employed for 120 days before they are eligible to use sick hours
- Employees must call out using the Atlantic Cape Community College absence line at 609-646-5040. Employees must leave their name, department and the reason for the call out
- Part time employees are not permitted to work in excess of 26 hours per week, including sick hours
- College work study employees are not permitted to work in excess of 18 hours per week, including sick hours
- The number of sick hours entered per day cannot exceed the number of hours the employee was scheduled to work for that day.
- Hours must be submitted through Self-Service by the employee by noon on the Friday before pay day.
- To enter sick hours on the Self-Service Time Entry page and click 'Additional Time'. Click 'Choose Earn Type', then 'Sick' and the fields to enter the hours will appear. Enter the number of sick time hours and submit when time card is complete.
- Eligible hours will be verified with HR before being processed by Payroll

For Adjunct Faculty and Part Time Employees paid through a Stipend

- Employee must be employed for 120 days before they are eligible to use sick hours
- Employees must call out using the Atlantic Cape Community College absence line at 609-646-5040

For Supervisors

- Supervisors must review part time sick leave to ensure they meet the NJ State Earned Sick Leave criteria. The employee must be eligible for sick leave and the total hours an employee is paid cannot exceed the number of hours the employee was scheduled to work that day
- Part time employees are not permitted to work in excess of 26 hours per week, including sick hours
- College work study employees are not permitted to work in excess of 18 hours per week, including sick hours
- If an employee has multiple positions, the sick leave hours must be entered on the correct position so the proper budget is charged. The correct position is the position that the employee was scheduled to work but is taking sick time instead
- Hours for employees using Self Service must be approved by 10am on the Monday prior to pay day or the employee may not be paid in a timely manner.
- For adjunct faculty and employees who are paid via Employee Assignment Forms, a revised Employee Assignment Form must be prepared and forwarded to HR.

Details of the NJ Earned Sick Leave Law can be found at nj.gov/labor/earnedsick