

Earning and Using Sick Leave for New Jersey employees

Valid Leave Reasons

An employee may take leave under the New Jersey Earned Sick Leave Act (NJ-ESLA) for:

- The diagnosis, care, treatment, or recovery from an existing mental or physical illness or injury or preventative care for the employee or member of the employee's family as defined below.
- Circumstances resulting from domestic or sexual violence committed against the employee, or a family member of the employee.
- Time during which the employee cannot work due to a closure of the employee's workplace or the school or place of care of the employee's child by a public official order or because the governor declared a state of emergency due to an epidemic or other public health emergency
- The governor declaring a state of emergency or the issuance by a healthcare provider, the commissioner of health, or other public health authority of a determination that the presence in the community of the employee or a member of the employee's family in need of the employee's care would jeopardize the health of others; or during a state of emergency the governor declared or on the recommendation, direction, or order of a healthcare provider, the commissioner of health, or other authorized public official, the employee undergoes isolation or quarantine or cares for a family member in quarantine resulting from suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others.
- The employee's child to attend: a school-related conference or other event requested or required by a school administrator or other professional staff member responsible for the child's education; or a meeting regarding care provided to the child about the child's health conditions or disability.

A Family Member

- A child or grandchild.
- Spouse, domestic partner, or civil union partner.
- A sibling of the employee or the employee's spouse, domestic partner, or civil union partner.
- Parent or grandparent of the employee, including: a biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employee's spouse, domestic partner, or civil union partner; or a person who stood in loco parentis to the employee or the employee's spouse, domestic partner, or civil union partner as a minor child.
- A spouse, domestic partner, or civil union partner of the employee's parent or grandparent.
- Another individual related to the employee by blood; or whose relationship to the employee is the equivalent of a family relationship.

Accruing Sick Leave Time



An employee earns one hour of sick leave for every 30 hours worked commencing upon his/her hire date to a maximum of 40 hours in his/her first calendar year of employment.

Carry Forward of Accrued Unused Leave Time

After the conclusion of the calendar year, the Employee may “carry forward” any accrued but unused leave, to a maximum of 40 unused hours into the following calendar year.

Using Sick Leave Time

Employees are required to inform the Company that they wish to be paid leave time pursuant to the valid leave section of Company policy. Such time must be used in minimum increments of one shift per workday. The Company’s payroll department will pay such time in the employee’s payroll at their regular rate of pay. Leave time must be used in minimum increments of one shift per workday



No payment of Unused Sick Leave Upon Separation

An employee is not entitled to payment of accrued, earned sick leave on separation from employment.