

## **Procedure 6154: Paid Sick Leave for Temporary and Student Employees Frequently Asked Questions**

### **Q: Who does this procedure and law apply to?**

A: The NJ Sick Leave Act A1827 and Stockton's Procedure 6154 apply to temporary employees (TES) and student workers at Stockton University. Regular University Employees (Full and Part-time, Career Service) are not impacted; they earn or are awarded sick leave per the N.J.A.C. Title 4A rules and/or according to their collective bargaining agreements.

### **Q: Does HR track and calculate Paid Sick Leave, or will the departments be responsible for that?**

A: Yes, HR tracks the accrual of Paid Sick Leave in Banner; TES and student workers are able to see their balances in self-service.

### **Q: How does a TES or student worker request to use paid time off?**

A: TES and student worker should follow their departmental procedures when calling out for unplanned Paid Sick Leave when sick. For planned time, TES and student workers should use the Time Accrual/Leave Request Form: <https://intraweb.stockton.edu/eyos/page.cfm?siteID=27&pageID=95&action=leave>

### **Q: Are the TES and student workers required to submit documentation stipulating the purpose for requesting the Paid Sick Leave?**

A: We apply the same rules for medical documentation for Paid Sick Leave as we do for Sick leave, keeping in mind that there are additional authorized reasons for use of Paid Sick Leave for TES and student workers. Based on N.J.A.C. 4A:6-1.4 (d), "An appointing authority may require proof of illness or injury when there is a reason to believe that an employee is abusing sick leave; an employee has been absent on sick leave for five or more consecutive work days; or an employee has been absent on sick leave for an aggregate of more than 15 days in a 12-month period."

### **Q: Can TES and Student workers see the number of sick hours accrued within Banner Self-Service?**

A: Yes, TES and student workers can see their accrual/balance information as soon as it is added in Banner.

### **Q: Can you clarify the statement "temporary and student employees shall be entitled to the use of accrued paid time off as soon as it is earned." Are TES and student workers allowed to use it the same pay period??**

A: As with regular employees, time earned may be used in the same pay period, i.e. comp time is often earned and used in the same pay period. The Civil Service Commission guidance has advised to apply the same rules to the use of Paid Sick Leave as we would for use of sick time which can be used in the same pay period in which the employee receives it.

### **Q: When a TES employee uses Paid Sick Leave, does it affect the limitations for TES Employees' hours worked in a calendar year?**

A: Temporary Employees (TES) are limited to working 944 hours in a given calendar year. For TES employees, Paid Sick Leave (i.e. PSL time recorded as benefit time taken on the timesheet) counts against the 944-hour limit. (NOTE: 944 hours worked equates to approximately 31.5 sick hours earned).

**Q: Can paid leave hours be covered by Federal Work Study funds?**

A: Student workers are eligible for Paid Sick Leave and are subject to all the provisions above. Payment of Paid Sick Leave cannot be charged to work-study budgeted funds. If a Student Worker is being funded under the Federal Work Study Program the cost of the Paid Sick Leave will be charged to an institutional budget rather than the Federal Work Study Program.

**Q: Does Paid Sick Leave ever expire? Is this use-or-lose time?**

A: There is no time limit to how long these accrued but unused Paid Sick Leave hours can be kept on the books.

**Q: Does accrued time follow the TES or student worker if they switch positions?**

A: Yes, Paid Sick Leave accrual is connected to the TES/student worker not the position. The TES/student worker will retain their leave balance when they change temporary assignments.

**Q: Can accrued leave time be paid out if a TES or student worker leaves the university?**

A: Under no circumstances are temporary employees (TES) and student employees entitled to any payout for accumulated but unused Paid Sick Leave.

**Q: Are TES and student workers listed on the leave liability report?**

A: Yes.

**Q: Will a report be provided to the superusers when time is earned or on a set basis (weekly, monthly, etc.)?**

A: Yes, updated leave reports will have accrual balances for Paid Sick Leave for TES and student workers. The updated reports will be available on a bi-weekly basis after the payroll runs. Additionally, TES reports will be updated to reflect Paid Sick Leave used by the TES in the 944 Report.