

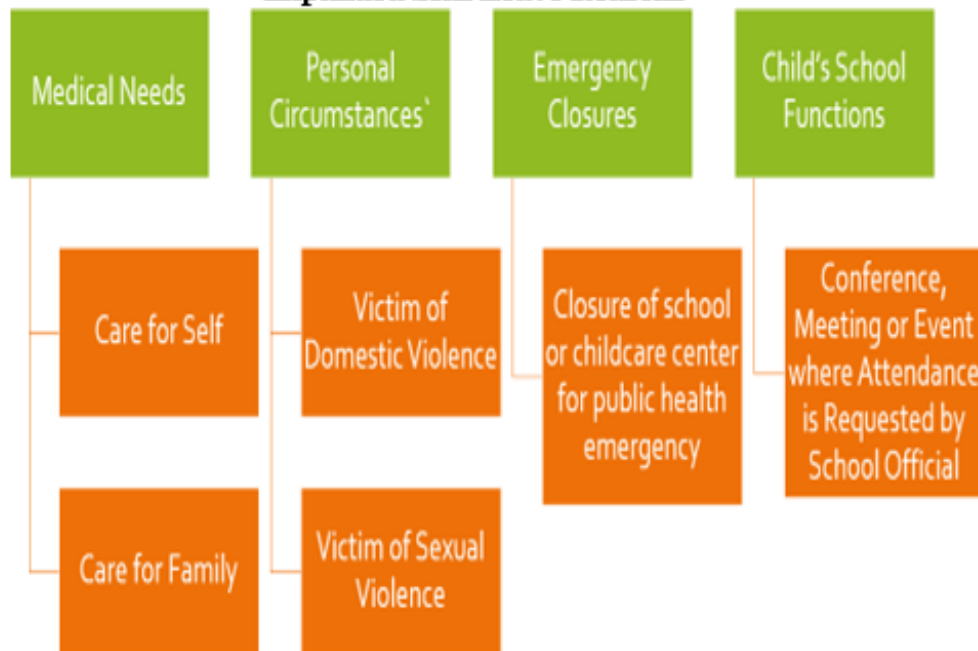
NJ's Earned Sick Leave Act at Seton Hall University

Accrued at least one hour of sick leave for every 30 hours worked • Expanded reasons for usage of sick leave • Applies to ALL employees.

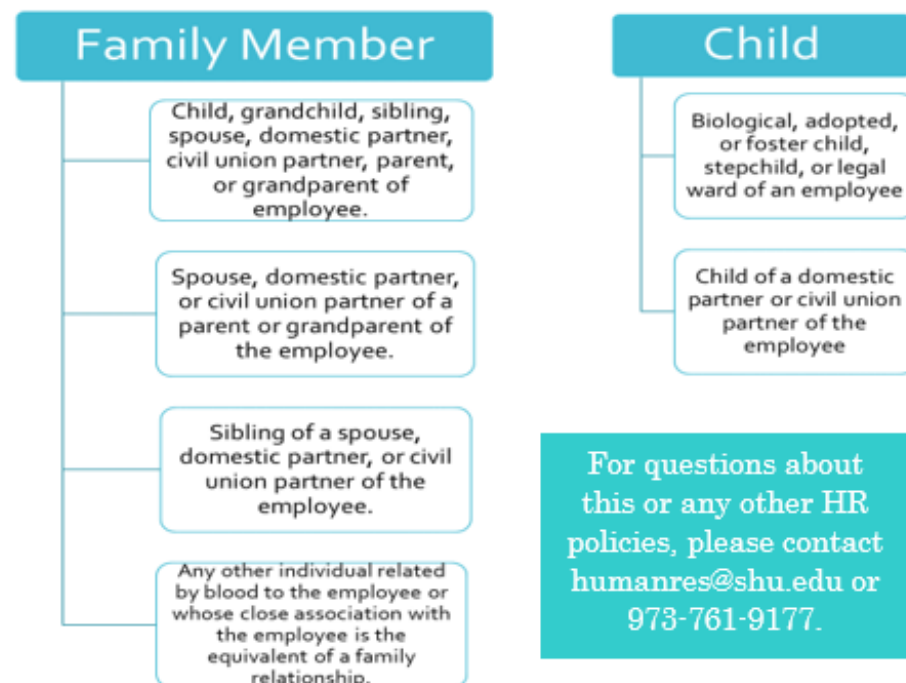
Seton Hall's Application of NJESLA	Faculty & All Administrators	Adjunct Faculty	Regular Full-Time Non-Bargaining Unit Staff	Employees Covered by Collective Bargaining Agreements	Student Workers	Graduate Assistants
Accrual Rate	7 hours/month, up to 84 hours per year. Total bank not to exceed 168 hours.	Advanced 40 hours for calendar year on Jan 1st.	7 hours/month	Please consult collective bargaining agreement	1 hour/every 30 hours worked, up to 40 hours annually	1 hour/every 30 hours of service based on individual schedule, up to 40 hours annually
Eligibility	After 90 days of employment	After 120 days of employment	After 90 days of employment		After 120 days of employment	After 120 days of employment
Pay Outs	Not Applicable	Not Applicable	Paid for unused, not to exceed 210 hours upon retirement		Not Applicable	Not Applicable
Tracking System	Leave Reports	Leave Reports	Time Clock Plus	Time Clock Plus	Web Time Entry	Leave Reports

For questions regarding our timekeeping systems, please visit <https://www.shu.edu/human-resources/time-and-attendance-systems.cfm>

Expanded Sick Leave Reasons:



Definition of Family Roles:



For questions about this or any other HR policies, please contact humanres@shu.edu or 973-761-9177.