NJ’s Earned Sick Leave Act at Seton Hall University

Accrued at least one hour of sick leave for every 30 hours worked. Expands reasons for usage of sick leave. Applies to all employees.

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

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

**Expanded Sick Leave Reasons:**

- Medical Needs
- Personal Circumstances
- Emergency Closures
- Child’s School Functions
- Care for Self
- Victim of Domestic Violence
- Closure of school or childcare center for public health emergency
- Conference, meeting or event where attendance is requested by school official

**Definition of Family Roles:**

**Family Member**

- Child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of employee.
- Spouse, domestic partner, or civil union partner of a parent or grandparent of the employee.
- Sibling of a spouse, domestic partner, or civil union partner of the employee.
- Any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

**Child**

- Biological, adopted, or foster child, stepchild, or legal ward of an employee
- Child of a domestic partner or civil union partner of the employee

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