New Jersey Earned Sick Leave Act – Frequently Asked Questions

How do I find out my leave balances?

Leave balances can be found on PirateNet.

PirateNet >> Profile Tab >> Employment Details >> Leave Details

Can I use this for my son or daughter’s school’s snow days?

No, school or childcare center closures due to public health reasons are the only closures covered.

As a supervisor, when is it appropriate to decline foreseeable sick leave?

When it falls during a designated black-out period.

Can a GA or student worker swap their shift when they are sick?

Sick leave may be used; however, with prior approval from supervisor, a GA or student worker may change their schedule.

Who is considered a family member, as it relates to Earned Sick Leave?

**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.

Can I use sick time for chaperoning a field trip at my child’s school?

Pending review of documentation, sick time may be used for any school function where the parent or legal guardian of the child has been invited to participate in a school function.

How does sick time work for adjunct professors who only teach one semester per year and return the following year for the same semester?

Sick leave balances and applicable waiting periods reset for all employees after 6 months of separation from the University.

How is paid sick leave funded for Federal Work Study students working in my department?

Federal Work Student dollars do not cover sick leave. If your FWS student worker uses sick time, it will be charged to your departmental expenses. Going forward, Department heads will be asked to consider the financial needs for student worker sick time when planning their future department funding.