

Sick Leave Act Paid Time Off Accumulation Policy

Goal

The Township's goal is the proper administration of the NJ Sick Leave Act and the welfare of the Township's operatives.

Policy

This policy applies to employees, contractors and operatives that are not covered by a collective bargaining unit, agreement, contract or the Townships employee policy manual. This policy shall supersede any policy for sick leave that is more restrictive than the NJ Sick Leave Act.

Hourly Wage Administration

Township employees, contractors and operatives that are paid hourly shall have their time accrued based upon the hours worked or paid.

Non-Hourly Wage Administration

Township employees, contractors and operatives that are not paid hourly shall have their time accrued based upon hours designated and agreed upon.

Sick Paid Time Off ("PTO")

Sick PTO for the above shall be accrued at the rate of one (1) hour sick PTO for every thirty (30) hours accrued as worked. The maximum amount of hours of sick PTO accrued shall be forty (40) hours.

Sick PTO Carryover & Payout

Sick PTO shall be permitted to be carried over at the maximum rate of forty (40) hours per year. The benefit year or period which sick PTO is measured is the calendar year starting January 1st to December 31st. Sick PTO shall not be paid out upon termination, leave or otherwise. Carried-over sick PTO shall terminate or expire upon six (6) months of separation, absent reinstatement within that period.

Sick PTO Black-out Dates

During the year, foreseeable sick PTO may not be used during specified black-out dates that shall be according to each position's supervisor or manager. This does not impede or otherwise prohibit the use of sick PTO, except for the circumstance discussed above.

Administration

The sick PTO hours shall be administered by the party responsible for Township's payroll.

Adopted
10/25/18