

TCNJ Student Employment Frequently Asked Questions

New Jersey Earned Sick Leave Law

effective October 29, 2018

Please note that Student Employment follows the same standards as The College of New Jersey Human Resources Office

What is the New Jersey Earned Sick Leave Law?

As a student employee on an hourly wage at The College of New Jersey, you will be eligible to accrue and use sick leave time.

What is sick leave time?

Sick leave enables you to take time off from student employment and to be paid by the College for the period you are not working. Paid sick leave applies to certain qualifying absences, as detailed later in this communication.

When am I eligible to use earned sick leave and how much time will I be given?

- Hourly student employees are eligible to use earned sick leave beginning February 26, 2019 (the 120th calendar day after the effective date of the law), or the 120th calendar day after the student employee commences employment, whichever is later.
- Hourly student employees will accrue one hour of sick leave for each 30 hours you work, up to a maximum of 40 hours of sick leave per calendar year.

I am a student who is currently working and paid as a stipend hire. Do I earn sick leave time?

No. As a stipend hire, you will not accrue sick leave time within the Timesheet X system. A student paid on a stipend already receives full pay when he or she takes sick leave.

How will I know my sick leave balance?

Your sick leave will be tracked through TimesheetX which is the same system you use to log your time worked. TimesheetX will calculate time on your timesheet employee details page. This information can also be found under the Accruals tab where your timesheet is submitted.

What happens if I don't use my sick time during the calendar year (January 1 - December 31)?

If you do not use sick time during the calendar year, up to 40 hours of accrued sick leave time will carry over to the following calendar year.

I have more than one student employment position, do my hours earned connect to the position in which they were earned?

No. You are an employee of the College, therefore the hours earned go with the individual, not the position.

What happens to the sick leave balance when I graduate?

The hours you have not used no longer apply.

What are examples of sick leave request that will allow me to use sick leave time as a student employee?

You may use sick leave for the following reasons:

- Your own sickness, such as time needed for the diagnosis, care, or treatment of, or recovery from your own mental or physical illness or injury, including preventive care
- A family member's sickness, such as time needed to aid or care for a family member during diagnosis, care, treatment of, or recovery from, the family member's mental or physical illness, including preventive care
- Domestic or sexual violence incidents, such as absences due to circumstances resulting from you, or your family member being a victim of domestic or sexual violence, if the leave is to allow the you or family member to obtain medical, legal, or other victim services
- School needs, related to a dependent, such as to attend a school-related conference, meeting, function, or other event requested or required by the school, or to attend a meeting regarding care provided to your dependent
- School and work closures, such as when you are not able to work because of a closure of The College of New Jersey, or the school or place of care of a child's, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the you, or a member of your family, would jeopardize the health of others.

For Supervisors:

If you are a department that requires a student staff substitute if a student staff member calls out sick, how to project your department budget for student staff using earned sick leave?

Review the hours earned by your student staff. Use the hours of the student who has worked the most total hours. Take the total of that student and multiple it by the number of student staff in your department. Now divide that number by 30 (which is the number of hours worked to acquire one hour of earned sick leave).

Approximately how much time might a student earn in sick leave?

There are approximately 15 weeks in a semester. If a student works both semesters, that is 30 weeks a year.

If a student works 10 hours a week they have worked 300 hours in that year.

Take the total number of hours worked a year divided by 30 (number of hours worked for 1 hour of sick time)

10 hours worked a week for 30 weeks in a year = 300 total hours worked

300 total hours worked / 30 number of hours worked for 1 hour of sick time = 10 hours of earned sick time in a year

- OR -

15 hours worked a week for 30 weeks in a year = 450 total hours worked

450 total hours worked / 30 number of hours worked for 1 hour of sick time = 15 hours of earned sick time in a year

- OR -

Summer Schedule

35 hours worked a week for 16 weeks in the summer = 560 total hours worked

560 total hours worked / 30 number of hours worked for 1 hour of sick time = 18 hours of earned sick time during the summer