

**ORDINANCE OF THE TOWNSHIP OF WOOLWICH ADOPTING CHANGES TO ITS
PERSONNEL POLICIES AND PROCEDURES MANUAL TO ALLOW FOR THE ACCRUAL
OF SICK TIME FOR PART-TIME AND SEASONAL EMPLOYEES
2022-13**

WHEREAS, On January 6, 2020, the New Jersey Department of Labor and Workforce Development (DLWD) issued Earned Sick Leave Rules that further explain employer responsibilities under The New Jersey Earned Sick Leave Law, which took effect on October 29, 2018; and

WHEREAS, the Township of Woolwich maintains, and periodically updates, its Personnel Manual setting forth the Policies & Procedures applicable to Township employees outside the context of matters directly addressed through collective bargaining agreements; and

WHEREAS, the Manual was last adopted in its full form with an effective date of June 21, 2021 with certain sections of the Personnel Manual amended June 21, 2021 and September 6, 2022; and

WHEREAS, the amendments made did not allow for the accrual of sick time for part-time or seasonal employee's which is in conflict with the law; and

WHEREAS, the Township of Woolwich wishes to further amend said policy to include accrual of sick time for part-time or seasonal employees in accordance with the law, by providing 1 hour of sick time for every 30 hours worked, capped at a total of forty (40) hours; and

WHEREAS, based upon the need to implement an amendment to be compliant with Law, the Township Committee of the Township of Woolwich desires to amend the Sick Leave Policy of the Personnel Policies and Procedures Manual, as set forth below;

NOW THEREFORE BE IT ORDAINED by the Township Committee of the Township of Woolwich as follows:

The Sick Leave Policy of the Personnel Policies and Procedures of the Township of Woolwich shall be amended as attached hereto in Exhibit A and shall hereby be adopted; and

BE IT FURTHER RESOLVED, the Administrator shall disseminate the Amendment to the Sick Leave Policy to all Department Heads immediately.

TOWNSHIP OF WOOLWICH

Craig Frederick, Mayor

ATTEST: _____
Jane DiBella, Clerk

CERTIFICATION

The foregoing Ordinance was introduced upon first reading by the Township Committee of the Township of Woolwich at a meeting held on the 21st day of November, 2022. It will be further considered for final adoption upon a second reading and subsequent to a public hearing to be held on such ordinance at which time any interested person(s) may be heard. Said meeting is to be conducted on the 5th day of December, 2022, at the Woolwich Township Building, 120 Village Green Drive, Woolwich Township, New Jersey, beginning at 6:30 p.m.

Jane DiBella, Clerk

CERTIFICATION OF ADOPTION

The foregoing Ordinance was adopted upon second reading and subsequent to a public hearing at a meeting of the Woolwich Township Committee on the 5th day of December, 2022.

Jane DiBella, Clerk

SICK LEAVE POLICY

Exhibit A – Amendments to Personnel Manual Clarifying Sick Leave Policy dated September 6, 2022

December 5, 2022

Sick Leave Policy:

Employees are entitled to 6 working days of sick leave per calendar year. Sick leave is to be used only in cases where the employee is ill and unable to work, or in cases of the serious illness of a family member. Employees absent on sick leave for three (3) or more consecutive working days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, including civil union partner, a doctor's verification of that individual is required. After the sixth day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration. Prior to the return to work, the Township may require an employee to be examined by a physician designated by the Township to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received.

Full-time, part-time, and seasonal employees are entitled to accrue 40 hours of sick leave in a benefit year. The benefit year can be calendar-year or some other set 12-month period.

If an employee is unable to report for work due to illness, this fact shall be reported to the Department Head or Township Administrator prior to the beginning of the normal workday.

An employee will be able to accumulate and carry up to thirty (30) days of sick time. However, only at retirement from Woolwich Township will an employee be able to cash those days out and payment will not exceed ten thousand (\$10,000.00) dollars. An employee who leaves the employ of Woolwich Township or is terminated from employment will not be entitled to payment.

Sick leave shall not accrue during leaves of absence without pay.

Sick leave shall be rounded off to the nearest half hour. When possible, sick leave should be taken in increments of not less than four (4) hours.

An employee may utilize vacation time when sick leave has been exhausted.

All accrued sick, vacation and personal leave must be exhausted prior to taking an unpaid leave of absence or Family Medical Leave of absence.

Sick Leave is further allowed under the following situations or circumstances:

- (1) Time needed for diagnosis, care, or treatment of, or recovery from, the employee's own mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- (2) To aid or care for a family member during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- (3) If an employee or a family member are a victim of domestic or sexual violence, and are obtaining services from a designated domestic violence agency or other victim services organization, medical attention, legal services, counseling, or are relocating due to the domestic or sexual violence;
- (4) Closure of an employee's workplace, or of the school or place of care of an employee's child, due to an epidemic or public health emergency, or because of the issuance by a public health authority of a determination that the presence of the employee or their family member in the community would jeopardize the health of others; or
- (5) If an employee needs to attend a school-related conference, meeting, function or other event requested or required by an administrator, teacher, or other professional school staff member responsible for the education of the employee's child, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

In regard to the above, the Employer requires three (3) days' notice for any foreseeable use of leave. If the use of leave is unforeseeable, the employee should notify the Employer as soon as practicable of their need to use same. Should an employee need to use three (3) or more consecutive days of leave, said employee must provide the Employer with reasonable documentation that the leave is being taken for one of the purposes permitted above. Reasonable documentation shall be as defined in N.J.S.A. § 34:11D-3(b).

An employee is eligible to use the earned sick leave beginning on the 120th calendar day after the employee starts work. The employee may subsequently use earned sick leave as soon as it is accrued. Employees will not be paid for any unused sick leave, except as expressly required by federal or State laws, or an applicable collective negotiations agreement.

An employee who exhausts all paid sick leave in any one year shall not be credited with additional paid sick leave until the beginning of the next calendar year.

Employees Covered under a Collective Bargaining Agreement – The employment details set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the Employer. Wherever employment details in this policy differ from the terms expressed in a collective bargaining agreement with the Employer, the specific terms of the collective bargaining agreement will control.