

STEVENS INSTITUTE OF TECHNOLOGY
SICK LEAVE POLICY
Effective October 29, 2018

Stevens' employees are covered by New Jersey's Earned Sick Leave Law. For purposes of sick leave calculation, Stevens' "benefit year" is January 1 through December 31.

A. Staff

1. Allotment, Accrual and Carryover

All full-time staff will be credited 12 sick days annually on January 1 of each year. A maximum of 72 unused sick days may be carried over from year-to-year. Sick days will be prorated based on an employee's start-date.

Part-time staff, including student workers, will accrue one hour of sick leave for every 30 hours worked, up to a maximum accrual of 40 hours. A maximum of 40 unused sick hours may be carried over from year-to-year.

Employees will not receive payment for unused sick hours.

2. Purposes for Use of Sick Leave

Sick leave may be used for the following purposes:

- (i) Diagnosis, care, treatment, or recovery for the employee's own mental or physical illness, injury, or health condition (including preventive care);
- (ii) Diagnosis, care, treatment, or recovery for a family member's mental or physical illness, injury, or health condition (including preventive care);
- (iii) Time needed as a result of an employee's or family member's status as a victim of domestic or sexual violence (including treatment, counseling, legal services or participation in or preparation for any related civil or criminal proceedings);
- (iv) Time to attend school-related conferences, meetings, or events regarding the employee's child's education; or to attend a school-related meeting regarding the employee's child's health; or
- (v) Time when the employer's business closes due to a public health emergency or the employee needs to care for a child whose school or child care provider is closed due to a public health emergency.

3. Guidelines for Usage of Sick Leave

- Employees are required to use Workday to report all sick leave used.
- Non-exempt employees must use sick time in one-hour increments. Exempt employees must use sick time in seven hour (full day) or 3.5 hour (half day) increments.
- Stevens reserves the right to require a physician's statement for any absence of three or

more days. If an employee is out on sick leave for three or more days, the employee should contact the Division of Human Resources to discuss applicable leave programs.

- An employee unable to report to work due to a health-related condition must notify their supervisor before the scheduled start of the work day, or as soon as possible thereafter. The employee must also contact their supervisor on each additional day of absence.
- An employee may be required to present a written release prior to returning to work, including providing information about any restrictions that may apply prior to resuming employment.
- Outside employment during an employee's sick leave is prohibited and may result in disciplinary action up to and including termination of employment.
- Sick leave cannot be donated to another employee.
- All sick leave hours must be used before salary continuation or short- or long-term disability becomes available.
- Leave taken pursuant to the Family Medical Leave Act is not additional leave; rather, it is used concurrently with sick leave.
- Except as required by applicable law, employees on any unpaid or partially paid status such as FMLA leave, military leave, salary continuation, or long- or short-term disability, do not accrue sick leave.
- An employee who is absent due to an illness/injury covered by workers' compensation may elect to use sick days while waiting for workers' compensation benefits to begin.
- An employee who has resigned from Stevens and is serving out a notice period may be required to provide certification by a health care provider of the need for sick leave.

B. Faculty

1. Usage of Sick Leave

Faculty, including adjunct faculty, may take sick leave as necessary.

2. Purposes for Use of Sick Leave

Sick leave may be used for the following purposes.

- (i) Diagnosis, care, treatment, or recovery for the faculty member's own mental or physical illness, injury, or health condition (including preventive care);
- (ii) Diagnosis, care, treatment, or recovery for a family member's mental or physical illness, injury, or health condition (including preventive care);
- (iii) Time needed as a result of an faculty member's or family member's status as a victim of domestic or sexual violence (including treatment, counseling, legal services or participation in or preparation for any related civil or criminal proceedings);
- (iv) Time to attend school-related conferences, meetings, or events regarding the faculty member's child's education; or to attend a school-related meeting regarding the faculty member's child's health; or
- (v) Time when the employer's business closes due to a public health emergency or the faculty member needs to care for a child whose school or child care

provider is closed due to a public health emergency.

3. Guidelines for Usage of Sick Leave

- Stevens, in its discretion, reserves the right to require a physician's statement for any absence of three or more days. If a faculty member is out on sick leave for three or more days, the employee should contact the Division of Human Resources to discuss applicable leave programs and the salary continuation, short-term disability, and long-term disability programs.
- A faculty member unable to report to work due to a health-related condition must notify their Department Director or equivalent (or Dean where there is no Department Director or equivalent) before the scheduled start of the work day, or as soon as possible thereafter. The faculty member must also contact their Department Director or equivalent (or Dean where there is no Department Director or equivalent) on each additional day of absence. The Department Director or equivalent (or Dean where there is no Department Director or equivalent) shall keep a record of the absence and liaise with the Division of Human Resources when needed.
- When any faculty absence results in the cancellation of class(es), the faculty member must plan for a substitute instructor or reschedule the class(es) in coordination with the Department Director or equivalent (or Dean where there is no Department Director or equivalent).
- Except as required by applicable law, faculty on any unpaid or partially paid status such as FMLA leave, military leave, salary continuation, or long- or short-term disability, do not accrue sick leave.
- A faculty member may be required to present a written release prior to returning to work, including providing information about any restrictions that may apply prior to resuming employment.
- Outside employment during a faculty member's sick leave is prohibited and may result in disciplinary action up to and including termination of employment.
- Sick leave cannot be donated to another employee.
- A faculty member who has resigned from Stevens and is serving out a notice period may be required to provide certification by a health care provider of the need for sick leave.
- Leave taken pursuant to the Family Medical Leave Act is not additional leave; rather, it is used concurrently with sick leave.