

NEW JERSEY PAID SICK LEAVE EFFECTIVE OCTOBER 29, 2018

Protocall provides paid sick leave benefits to all eligible employees for periods of temporary absence from work for an employee's own health needs, to care for a family member or leave due to domestic abuse or sexual assault.

Employees assigned to and performing services for a customer within New Jersey are eligible to earn paid sick leave. Paid sick leave is earned at the rate of 1 hour of paid sick time for every 30 hours worked. A maximum of 40 sick time hours may be earned in a calendar year. Earned sick time can be used for the employee's own health needs, to care for a family member or for leave due to domestic abuse to sexual assault.

A request to use accrued sick time must be made by the employee, when foreseeable, in writing and at least seven (7) days before the anticipated sick day. If that is not possible, oral notification will be accepted. When possible, the request must include the expected duration of the absence.

When the need for sick time is known in advance, such as for a scheduled medical appointment with a health care provider, employees must provide advanced notice of the need for paid sick leave. For all other absences, employees are required to notify Protocall prior to the start of the scheduled workday. If you choose to contact the client due to callouts you are still obligated to call Protocall.

Sick time that has been accrued can be carried over to the following calendar year. However, use of sick leave in any single calendar year is limited to 40 hours.

Sick time shall begin to accrue on the effective date of 10/29/2018 for existing employees of Protocall and accrued sick time may be used effective February 26, 2019. An employee who begins employment with Protocall after 10/29/2018 shall begin to accrue paid sick time at the commencement of his/her employment and the sick time may be used after 120 days of employment.

For sick time of more than (3) consecutive days, documentation signed by a health care provider indication that sick time is necessary will be required. For absences due to personal purposes (domestic abuse or sexual assault), documentation by a health care provider; a police report, a court order; or a signed statement from a representative of a victim services organization, affirming that the employee was a victim of domestic abuse, stalking or sexual assault shall be considered reasonable documentation.

Sick time needed after accrued paid sick time has been exhausted, will be unpaid.

In order to be considered for paid sick time, a notation of the amount of time requested must be documented on an employee's time sheet.

Sick time that has been accrued but not used at time of separation of employment (voluntary or involuntary) will be forfeited. Employees not covered: Employees performing service in the construction industry that is subject to a collective bargaining agreement, a per diem Health Care employee or public employee with full pay for sick.

For any questions and to determine eligibility, please contact your Protocall Human Resources Department located in your staffing office.

In addition, for further information on the New Jersey Paid Sick Time posting is available for your review on our website and in our offices.