



## **LIMITED UTILIZATION OF COVID-19 SICK LEAVE & COVID-19 FAMILY LEAVE**

### **COVID-19 Leave**

New Jersey City University faculty and staff shall be entitled to limited COVID-19 Sick Leave and COVID-19 Family Leave, as set forth below, that is separate and in addition to current sick leave entitlements.

**COVID-19 Sick Leave** may be used by an employee who is unable to work (including telework) because:

- (1) the employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (2) NJCU has instructed the employee to remain out of work for COVID-19 related reasons, including because the employee has been identified as a close contact of an individual who has tested positive for COVID-19.
- (3) the employee has been advised by a licensed health care provider to self-quarantine or self-isolate due to concerns related to COVID-19.
- (4) the employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis, including but not limited to a test for COVID-19; or the employee has tested positive for COVID-19 and has not yet met the criteria for discontinuing isolation.
- (5) the employee is the primary caretaker for an individual who is subject to an order as described in paragraph (1), who has been advised to self-quarantine or self-isolate as described in paragraph (3), or who is experiencing symptoms of COVID-19 and seeking a medical diagnosis or has tested positive for COVID-19 as described in paragraph (4).

In addition to the above, employees are entitled to up to one (1) day of COVID-19 sick leave to receive a COVID-19 vaccination or if they are unable to work or telework due to an adverse reaction to a COVID-19 vaccination. This application of COVID-19 sick leave need not be exhausted for a single circumstance, and may be divided between multiple days of vaccination or reaction to vaccination, but in no case may exceed one (1) day.

**COVID-19 Family Leave**, which shall not exceed 10 days in total may be used by an employee who is unable to work (including telework) because:

- (1) The employee is caring for a child, as defined, for purposes of this rule only, whose school has been closed to in-person instruction, or whose child care provider is unavailable, due to COVID-19 precautions.
- (2) Employees that have been designated as essential by NJCU and who are unable to telework may still be required to report to the physical work site.

When requesting COVID-19 Sick Leave or COVID-19 Family Leave, the employee shall present documentation to Human Resources, within five business days, as follows:



- (1) the employee's name;
- (2) the date(s) for which leave is requested;
- (3) For COVID-19 Sick Leave due to the employee's own illness or exposure to COVID-19 the following is required:
  - (i) For leave due to quarantine or isolation, the employee must provide the name of the government entity that issued the order;
  - (ii) For leave due to self-quarantine or self-isolation, the employee must provide the name of the health care provider who advised the employee to self-quarantine or self-isolate due to concerns over COVID-19 or proof of a positive COVID-19 test.
  - (iii) For leave because the individual is experiencing symptoms and seeking a medical diagnosis, appropriate documentation from the medical provider.
- (4) For COVID-19 Sick Leave due to care for quarantined or isolated individuals, either:
  - (i) the name of the government entity that issued the quarantine or isolation order to which the individual being cared for is subject; or
  - (ii) the name of the health care provider who advised the individual being cared for to self-quarantine self-isolate due to concerns related to COVID-19; or
  - (iii) appropriate documentation from the medical provider where care is being provided to a symptomatic individual who is seeking a medical diagnosis, or proof of a positive COVID-19 test.
- (5) For COVID-19 Sick Leave for vaccination purposes, the employee must submit documentation of vaccination.

For COVID-19 Family Leave, where the employee is unable to work (including telework) because of the need to care for a child, as defined, for purposes of this rule only, under 18 years of age whose school has been closed to in-person instruction, or whose child care provider is unavailable, due to COVID-19 precautions, should provide within five business days the required affidavit that would include:

- (i) the name of the child being cared for;
- (ii) the name of the school that has been closed for in-person instruction or the child care provider that has been closed or become unavailable due to COVID-19; and
- (iii) a statement from the employee that no other suitable person is available to care for the child during the period for which the employee takes COVID-19 Family Leave.

Use of COVID-19 Sick Leave and/or COVID-19 Family Leave shall not count against an employee's entitlement to family leave (FLA) under State or family and medical leave (FMLA) under federal law.