

STOCKTON UNIVERSITY

PROCEDURE

Leaves of Absence

Procedure Administrator: Associate Vice President for Human Resources Authority:
N.J.S.A. 18A:64-8; N.J.A.C. 4A:6-1.1, et seq.

Effective Date: January 20, 1975; December 30, 2008; May 30, 2009; August 10,
2010; April 7, 2014; August 15, 2019; April 9, 2021; October 6, 2022

Index Cross-References: Policy VI-27; ; Procedure 6125; Procedure 6128; Procedure
6120

Procedure File Number: 6153

Approved By: Dr. Harvey Kesselman, File 501001R-3 (anu 3 Tc 0.i -1 (edMC /P <</3f(ar)2 E18c 0.

Sick leave may also be used by employees who are unable to work for a reasonable amount of time because of a serious illness or death in the employee's immediate family. For purposes of this section, immediate family is defined as: an employee's spouse, child, or domestic partner.

may be used.

- Managerial and 12-month non-faculty AFT professional staff are credited with 22 vacation days each year. 10-month non-faculty AFT staff are credited with vacation days on a pro-rated basis.
- Faculty are not granted vacation leave.
- Classified Civil Service employees earn vacation leave in accordance with N.J.A.C. 4A:6-1.2 based on years of service.

An employee who is a duly-authorized representative shall, upon request, be granted a leave of absence with pay for a period of up to five days in a calendar year to attend any State or national convention of any one or more of the organizations listed in N.J.S.A. 38:23-2.

employee may utilize accrued time: sick, vacation, administrative or compensatory leave.

NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT (NJ SAFE ACT)

The NJ SAFE Act provides additional grounds to seek leave under the NJ FLA. Specifically, the NJ SAFE Act provides up to 20 unpaid days of protected leave within one year of a qualifying incident to an employee who is a victim of domestic violence or sexual assault or whose family member is/was a victim.

Eligibility: Employees must be employed for at least 12 months and worked at least 1,000 base hours during the immediately preceding 12-month period. Family members include child, parent, spouse, domestic partner, civil union partner, parent-in-law, sibling, grandparent, grandchild, or any other individual related by blood, and any other individual that the employee shows to have a close association with the employee equivalent of a family relationship.

Employees may elect to use sick and/or vacation time during this leave. Employees may use short-term disability or Family Leave Insurance during a period of otherwise unpaid SAFE leave. Employees must provide advanced notice unless an emergency or other unforeseen circumstances preclude prior notice.

This leave may be taken for the following purposes:

- To seek medical attention for, or to recover from, physical or psychological injuries caused by domestic violence or sexual violence;
- To obtain services from a victim services organization;
- To obtain psychological or other counseling;
- To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety from future domestic violence or sexual violence or to ensure economic security;
- To seek legal assistance or remedies to ensure the health and safety of the victim or participate in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- To attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

All information or documentation provided by employee shall be kept confidential by the University unless the employee voluntarily authorizes disclosure in writing, or, disclosure is required by a federal or State law, rule, or regulation.

VOLUNTARY FURLOUGH

All full- and part-time employees may request to use the Voluntary Furlough Program for a leave of absence from work without pay for up to thirty (30) days in a calendar year without adversely affecting employee benefits. The Furlough Program is designed to accommodate personal leave needs without pay; however, it is not to be utilized in place of sick or disability leave. State employees are prohibited from seeking alternate employment during furlough days while retaining State-paid benefits. Furloughs are subject to the approval of the Divisional Executive. For additional information, refer to Procedure 6128 (Voluntary Furlough Program).

