

County of Cumberland Board of Commissioners	Policy Number: 2.04	Pages: 1 of 3
Chapter: Employee Benefits		Effective Date: October 24, 2023 Supersedes Policy 2.04 dated: 9/14/2006
Subject: Sick Leave		

I. POLICY:

Cumberland County Government shall provide for sick leave so that employees, under the proper circumstances, have wage continuation when unable to perform duties. Cumberland County shall comply with N.J.S.A. 11A:6-5.

II. DEFINITIONS: NONE

III. PROCEDURE:

- A. New full-time employees shall earn one and quarter (1-1/4) sick leave days for each full calendar month of service in the first year of employment or in accordance with the applicable collective bargaining agreement. Thereafter, at the beginning of each calendar year in anticipation of continued employment, employees shall be credited with fifteen (15) sick leave days.
- B. Part-time employees who work a constant percentage of a full work week shall receive sick leave credit on a proportionate basis. Part time as needed employees and temporary employees are eligible to accrue one hour of earned sick leave for every thirty (30) hours worked, up to a maximum of forty (40) hours per year.
- C. Paid sick days shall not accrue during an unpaid leave of absence or suspension (other than military leave and leave for a work-related injury) and employees shall have their entitlement prorated or in accordance with the applicable collective bargaining agreement. Employees are liable for sick days taken in excess of their prorated and accumulated entitlements.
- D. An employee who exhausts all paid sick days in any one year shall not be credited with additional paid sick leave until the beginning of the next calendar year. When sick leave accrual is exhausted, the Department Head, at their discretion subject to departmental staffing and operational needs, may allow an employee to utilize vacation or other accrued leave for an employee's time off due to an illness or injury.
- E. Unused sick leave shall accumulate from year to year without limit. All accumulated sick time including that credited/accrued on January 1 of each calendar year shall be

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used prior to unpaid leave being requested unless otherwise stipulated by the applicable collective bargaining agreement.

F. Sick leave shall be used by employees who are unable to work because of:

1. Personal injury or illness (see N.J.A.C. 4A:6-1.21B for Federal family and medical leave).
2. Exposure to communicable disease, e.g., cold, flu, COVID-19, etc. (see N.J.A.C. 4A:6-1.21B for Federal family and medical leave)
3. Care, for a reasonable time, of a seriously ill member of the employee's immediate family. (see N.J.A.C. 4A:1-1.3 for definition of immediate family, see N.J.A.C. 4A:6-1.21A for family leave under State law and see N.J.A.C. 4A:6-1.21B for Federal family and medical leave); or

G. Employees shall notify their department head or the designated supervisor of any absence due to illness prior to their scheduled reporting time and in accordance with the applicable collective bargaining agreement.

H. Employees shall notify their department head or the designated supervisor and in accordance with the applicable collective bargaining agreement with any request to use sick time during the course of their shift.

I. A department head may require proof of illness or injury when there is reason to believe that an employee is abusing sick leave (e.g. patterned callouts such as absences occurring on Mondays, Fridays and days immediately preceding or following holidays or vacation periods); an employee has a prescheduled sick day; an employee who has been absent on sick leave for five or more consecutive workdays; or an employee who has been absent on sick leave for an aggregate of more than (15) fifteen days in a 12-month period.

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- J. Failure to follow sick leave notification and verification procedures may result in a denial of sick leave for that specific absence, be considered an abuse of sick leave, and/or constitute cause for disciplinary action.
- K. In case of sick leave due to exposure to a communicable disease or to care for a seriously ill family member, reasonable proof may be required.
- L. A department head may require an employee to be examined by a physician designated and compensated by the County as a condition of the employee's continuation of sick leave or return to work.
1. Such Fitness for Duty exams shall include physical fitness, psychiatric evaluation, and/or drug screen.
 2. Fitness for Duty exams shall establish whether the employee can perform his or her work duties and whether return to employment would jeopardize the health of the employee or that of other employees.
 3. The department head shall, in coordination with the Department of Personnel, set the date of the examination to assure that it does not cause undue delay in the employee's return to work. Said appointment shall be made with a County panel physician.
- M. A permanent employee who enters retirement and has to his/her credit any earned and unused accumulated sick leave shall be entitled to receive fifty percent (50%) of his/her accumulated sick time as supplemental pay, said payment not to exceed \$9,000.00 or as otherwise specified in the applicable collective bargaining agreement. This payment shall be paid in a lump sum after the effective date of retirement. There is no payout of sick time in cases of resignation and termination.