



257 South Middletown Road, Nanuet, NY 10954 • (845)624-0400 • [www.rjstaffing.com](http://www.rjstaffing.com)

### **New Jersey Earned Sick Leave Policy**

Please refer to this policy in conjunction with the New Jersey Earned Sick Leave Notice of Employee Rights that has been provided and is posted in our office as well as on our website and available at any time upon request.

1. **Minimum daily increment:** The minimum amount of earned sick leave that the employee must use in a day is four hours.
2. **Advance notice requirement:** The employee must provide seven days of advance notice, in writing, of their need to use earned sick leave for foreseeable reasons. If the need for earned sick leave is unforeseeable, the employee must give notice, in writing or verbally, as soon as practicable.
3. **Documentation requirement:** The employee must provide documentation after using more than three consecutive workdays as earned sick leave or if the employee needs to use earned sick leave for a foreseeable reason on certain dates specified by the employer (RJ-Staffing) as prohibited.

For treatment or recovery for mental or physical illness, or preventative medical care, for the employee or employee's family member, the employee must provide documentation from a licensed medical provider attesting to the need for sick leave and its duration if possible. For situations involving domestic or sexual violence, the employee must provide reasonable documentation from a medical provider, social service provider, attorney, court, law enforcement, or clergy member.

The documentation is NOT required to specify the reason for earned sick leave. In the event that the employer (RJ-Staffing) or the client company being serviced closes due to a public health emergency or the employee needs to care for a child whose school or care provider closed due to a public health emergency, the employee must provide a copy of the order of the public official or health authority. To attend school-related events or meetings regarding the employee's child, the employee must provide tangible proof.

For any questions or concerns, please call (845)624-0400.