New Employee Leave Policies

Sick Leave

**Staff:**

**Annual Allotment:** All full-time staff will be credited twelve (12) sick days annually on January 1. Regular part-time staff will be credited six (6) part-time equivalent sick days annually on January 1. Sick days will be prorated based on an employee’s start-date.

**Use of Sick Days:** Sick days are to be used for staff illness or injury or other medical consultation or treatment only, provided that full-time staff may use up to four (4) of these days per year to care for a sick or injured child, parent, spouse, civil union partner or domestic partner.

**Accrual:** Unused sick days may be carried over from year-to-year to provide protection from possible future illness. A maximum of seventy-two (72) days may be accumulated. Employees will not receive payment for unused sick days.

**Transition Benefit:** In order to help existing Stevens’ full-time staff transition to the new sick leave procedure, full-time staff who were employed by Stevens as of the implementation date will also receive a one-time allotment of eight (8) sick days in addition to the annual allotment. In addition, full-time staff members who were employed by Stevens as of December 31, 2013 will receive one additional sick day for every year of service, up to a maximum transition benefit of thirty-eight days. For example, a staff member hired in 2014 will receive a transition benefit of eight sick days, a staff member hired in 2013 will receive a transition benefit of nine sick days, a staff member hired in 2012 will receive a transition benefit of ten sick days, etc.

**Reporting:** Staff members must report an expected absence to their manager in advance of the sick day or early in the day on the sick day. Sick leave must be recorded in the Workday system and will be deducted from the staff member’s sick leave allotment.

**Physician’s Statement:** Stevens, in its discretion, reserves the right to require a physician’s statement for any absence of three (3) or more days, as well as any absence of a shorter duration where in its judgment the individual situation warrants.

**Abuse of Leave:** Abuse of sick leave, including non-reporting or misreporting of sick leave, is grounds for discipline up to and including termination of employment. All managers are expected to enforce the sick leave policy and failure to do so is grounds for discipline up to and including termination of employment.
The sick leave provisions described above do not apply to unionized employees. Unionized employees should refer to their current union contract for a statement of benefits.

**Faculty:**

Full-time faculty will receive full salary continuation if absent from class or other activities due to the faculty member’s own illness, injury, medical consultation or treatment, subject to the provisions for temporary disability provided below.

Full-time faculty will also receive full salary continuation if absent from class or other activities to care for a sick or injured child, parent, spouse, civil union partner or domestic partner for up to four (4) days annually.

Where a full-time faculty member is absent from class or other activities due to his/her own illness, injury, medical consultation or treatment or to care for a sick or injured family member, the faculty member must communicate with his/her Department Director or equivalent (or Dean where there is no Department Director or equivalent) according to the rules of the individual School or College. The Department Director or equivalent (or Dean where there is no Department Director or equivalent) shall keep a record of the absence and liaise with the Division of Human Resources when needed. Where a faculty member is absent for more than five (5) consecutive business days, the absence must be reported to the Division of Human Resources by the Department Director or equivalent (or Dean where there is no Department Director or equivalent). When the absence is due to the faculty member’s own illness or injury, the provisions of Stevens’ temporary disability policy shall apply.

Part-time faculty members are expected to report any and all absences to their Department Director or equivalent (or Dean where there is no Department Director or equivalent). Where the faculty member is absent for more than five (5) consecutive business days, the absence must be reported to the Division of Human Resources by the Department Director or equivalent (or Dean where there is no Department Director or equivalent). When the absence is due to the faculty member’s own illness or injury, the provisions of Stevens’ temporary disability policy shall apply.

When any faculty absence results in the cancellation of any class, the faculty member must plan for a substitute instructor or reschedule the class in coordination with the Department Director or equivalent (or Dean where there is no Department Director or equivalent).

**Physician’s Statement:** Stevens, in its discretion, reserves the right to require a physician’s statement for any absence of three (3) or more days, as well as any absence of a shorter duration where in its judgment the individual situation warrants.

**Abuse of Leave:** Abuse of sick leave, including non-reporting or misreporting of sick leave, is grounds for discipline up to and including termination of employment. All Department
Directors (or equivalent) are expected to enforce the sick leave policy and failure to do so is grounds for discipline up to and including termination of employment.

**Temporary (“Short Term”) Disability**

Stevens has adopted a private group insurance plan for temporary disability insurance benefits that is in compliance with New Jersey temporary disability law. This insurance plan provides weekly benefit payments at the amounts determined by state law. Pursuant to the law, an employee must be disabled for seven (7) calendar days before short-term disability benefit payments begin. The maximum period of short-term disability is twenty-six (26) weeks for any one period of disability. All employees (including faculty and unionized employees) are eligible for temporary disability benefits in accordance with the eligibility requirements of state law. Stevens will request medical certification to confirm eligibility for temporary disability benefits. Because Stevens pays temporary disability benefits directly to an employee, temporary disability benefits paid by the insurance provider to employees must be immediately assigned to Stevens if salary continuation applies.

Medical leave under the federal Family and Medical Leave Act (FMLA) runs concurrently with temporary disability leave. This applies even if the employee fails to apply for temporary disability leave or if the temporary disability leave time is rejected.

**Staff:**

Full-time non-exempt staff and unionized employees may elect to supplement the state established temporary disability benefit payments described above by using fractions of available sick days (or “AP days” in the case of unionized employees) if they so desire.

Full-time exempt staff are eligible for certain salary continuation benefits during an absence that qualifies as a temporary disability. For these employees, accumulated sick days are first applied concurrently with temporary disability leave to provide full base pay to the employee during the time that sick days are available. After all sick days are exhausted, employees who continue to qualify for temporary disability shall receive salary continuation at a rate of 100% of pay for up to twenty additional (20) days. Employees who continue to qualify for temporary disability following these twenty (20) days shall receive salary continuation at a rate of two-thirds (66.67%) of pay for the remaining balance of the temporary disability leave (up to a maximum of twenty-six (26) weeks for any one period of disability). Full-time exempt staff are required to use available sick days during the period of temporary disability leave.

Part-time staff may be eligible for statutory temporary disability benefits pursuant to the New Jersey temporary disability law. Part-time staff may not supplement the state established temporary disability benefit payments by using fractions of available sick days (or “AP days” in the case of unionized employees).
**Faculty:**

Full-time faculty are eligible for full salary continuation benefits during an absence that qualifies as a temporary disability up to a maximum of twenty-six (26) weeks for any one period of disability.

**Part-time faculty may be eligible for** statutory temporary disability benefits pursuant to the New Jersey temporary disability law.

**Personal Days**

Personal days are to be used for absence from the workplace for personal reasons, including religious holidays.

**Staff:**

Stevens will provide full-time non-exempt staff with three (3) personal days annually. Stevens will provide full-time exempt staff with two (2) personal days annually. Regular part-time staff do not receive personal days. Personal days are accrued annually on January 1 and will be prorated based on an employee’s start-date.

Staff must report an expected absence to their manager in advance of the personal day or early in the day on the personal day. Personal days must be recorded in the Workday system and will be deducted from the staff member’s personal day allotment.

Abuse of personal leave, including non-reporting or misreporting of personal leave, is grounds for discipline up to and including termination of employment. All managers are expected to enforce the personal leave policy and failure to do so is grounds for discipline up to and including termination of employment.

The personal leave provisions described above do not apply to unionized employees. Unionized employees should refer to their current union contract for a statement of benefits.

**Faculty:**

Faculty do not receive a personal day allotment. Where a faculty member is absent from class or other activities due to a religious observance or other urgent personal matter, the faculty member must communicate with his/her Department Director or equivalent (or Dean where there is no Department Director or equivalent) according to the rules of the School or College. The Department Director or equivalent (or Dean where there is no Department Director or equivalent) shall keep a record of the absence and liaise with the Division of Human Resources.
when needed. Where a faculty member is absent for more than five (5) consecutive business days, the absence must be reported to the Division of Human Resources by the Department Director or equivalent (or Dean where there is no Department Director or equivalent).

Part-time faculty members are expected to report any and all absences to their Department Director or equivalent (or Dean where there is no Department Director or equivalent). Where the faculty member is absent for more than five (5) consecutive business days, the absence must be reported to the Division of Human Resources by the Department Director or equivalent (or Dean where there is no Department Director or equivalent).

When any faculty absence results in the cancellation of any class, the faculty member must plan for a substitute instructor or reschedule the class in coordination with the Department Director or equivalent (or Dean where there is no Department Director or equivalent).

Abuse of personal leave, including non-reporting or misreporting of personal leave, is grounds for discipline up to and including termination of employment. All Department Directors (or equivalent) are expected to enforce the personal leave policy and failure to do so is grounds for discipline up to and including termination of employment.

**Maternity/Parental Leave**

All full-time employees, including faculty, who are the birth-mother or primary caregiver of a child, including an adopted child, will receive paid leave at their full rate of pay for up to six (6) weeks immediately following the birth or adoption of the child. All full-time employees who become parents through the birth or adoption of a child who are not the birth mother or primary caregiver will receive paid leave at their full rate of pay for up to two (2) weeks immediately following the birth or adoption of the child. Stevens will request certification to confirm eligibility for such benefits.

When the employee is the birth-mother, maternity leave will run concurrently with temporary disability leave. In the event that the period of disability continues beyond the six (6) week maternity leave period, the sick leave and temporary disability provisions as described above will apply.

The maternity/parental leave provisions described above do not apply to unionized employees. Unionized employees should refer to their current union contract for a statement of benefits.

Please note that the Federal Family Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA) provide rights to unpaid leave following a birth, adoption, or initiation of a foster care relationship. Leave under the FMLA and NJFLA runs concurrently with Stevens’ Maternity/Parental Leave, as well as any other paid leave taken in connection with the same event. New parents also have rights to family leave insurance benefits pursuant to the family
leave provision of the New Jersey Temporary Disability Benefits Law. Information regarding these benefits is available on the website for the Division of Human Resources.

**Note:** The University reviews its policies and procedures from time-to-time and reserves the right to change or amend them at any time.