

Notice of Employee Rights: Newark Paid Sick Leave

Under the Newark Sick Leave for Private Employees Ordinance, employees who are hired to work more than 80 hours a calendar year in Newark must be provided with Paid Sick Time.

By law, employers who must provide Paid Sick Time must give this written notice to new employees when they begin employment and to existing employees as soon as practicable after June 21, 2014.

You have a right to Paid Sick Time, which you can use for the care and treatment of yourself or a family member.

Amount of Sick Leave:

- Your employer must provide up to 40 hours of Paid Sick Time every calendar year. Your employer's calendar year is: January 1 - December 31.

Rate of Accrual:

- You accrue sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 40 hours of Paid Sick Time per calendar year.

Date Accrual Begins:

- You begin to accrue Paid Sick Time on June 21, 2014, or on your first day of employment, whichever is later.

Date Sick Leave is Available for Use:

- You can begin using Paid Sick Time on September 19, 2014, or 90 days after you begin employment, whichever is later.

Effect on Existing PTO Policy

- Your employer is not required to provide additional Paid Sick Time if it provides an equivalent amount of Paid Time Off that can be used under the same terms and conditions as the Paid Sick Leave Law requires. If you have any questions about your entitlement to Paid Sick Time, please contact your Human Resources Consultant.

Acceptable Reasons to Use Paid Sick Time:

You can use Paid Sick Time when:

- You have a mental or physical illness, injury, or health condition; you need to get a medical diagnosis, care, or treatment of your mental or physical illness, injury, or condition; or you need to get preventive medical care;
- You must care for a Family Member with a mental or physical illness, injury or health condition who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or who needs preventive medical care; or
- Your employer's business closes due to a public health emergency; you need to care for a child whose school or child care provider closed due to a public health emergency; or you need to care for a Family Member when health authorities have determined that the Family Member's presence in the community would jeopardize the health of others because of a communicable disease.

Family Members:

The Ordinance recognizes the following as family members:

- Child
- Grandchild
- Spouse
- Domestic partner
- Parent
- Grandparent
- Child or parent of an employee's spouse or domestic partner
- Sibling

Advance Notice:

Whenever possible, Paid Sick Time should be scheduled in advance.

Unused Paid Sick Time:

Up to 40 hours of unused Paid Sick Time can be carried over to the next calendar year. However, your employer is only required to let you use up to 40 hours of Paid Sick Time leave per calendar year.

You have a right to be free from retaliation from your employer for requesting or using Paid Sick Time.