

# Memorandum

**To:** All Federal Work Study Recipients

**From:** Damion Barnett

**cc:** Cindy Gerez-Lowe

**Date:** 2/11/19

**Re:** Sick time for Federal Work Study Work Staff Members

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Effective immediately, a new feature has been added to the current Work Study timesheet submission module. On October 29, 2018 a new bill was passed by the State of New Jersey called the Earned Sick leave law. The law requires all employers to provide earned sick leave to all hourly employees. This law affects all federal work study student employees. Our office in conjunction with Human Resources and Information Technology have updated the current Federal Work Study module to be in compliance with the new requirements. Please note the following key aspects:

## Guidelines

Student workers earn 1 hour of sick time for every 30 hours worked and approved.

Sick time accrual will be retro to October 29, 2018 when this initiative was passed by State legislation.

No student worker will be allowed to use more than 40 sick hours per aid year.

Unused sick time will rollover from year to year if the student is active in the system.

Unused sick time for a terminated student worker will be forfeited and not paid out upon termination\*.

- \*Accrued time will be available in the system for 180 days from termination for use by the student if they are subsequently hired in another department.

## Time usage

Use of time must be STRUCTURED, meaning:

- If using sick time the student worker must have already been scheduled to work that particular day and timeframe in advance.
- The student must notify their supervisor the day of by his or her preferred method (e-mail, text, phone call) of communication.

If a student enters sick hours on their timesheet greater than sick time currently accrued in the system they will be unable to submit that respective timesheet. SEE SCREENSHOT #3

- i.e. Student Worker A has 3.5 hours sick time accrued and attempts to enter 4 hours on a current timesheet. An error message will pop up alerting the student that this is not possible due to the lack of sick hour earned is less than current sick time available to them.

### Charging of sick time

Sick time will NOT be paid from or reduce the students Federal Work Study award allotment.

### Instructions on how to enter sick time – See SCREENSHOT #2

Below are the screenshots of the pending updates the supervisor will see and the student.  
Caption 1 is the supervisor view and 2 is the student view

Screenshot #1 – Supervisor Approval view  
(NOTE THE ADDITION OF A SICK COLUMN PREVth



Screenshot #3 – Sick time error message