

Hourly Student Employee Paid Sick Leave Policy

Policy Description

The University provides hourly undergraduate and hourly graduate student employees with paid time off for occasional absence from the workplace for personal illness; injury; medical appointments; meetings related to domestic or sexual violence; school-related conferences, meetings, or events regarding a dependent child's health or education; among other reasons. Hourly student employees can also use sick time for the care of family members. For eligibility, definitions of family members, and other details, refer to the [New Jersey Paid Sick Leave Act](#) with which this policy complies.

Application

Sick time Accrual	<p>Hourly student employees accrue paid sick time during each fiscal year (July 1 to June 30) at a rate of 1 hour of paid sick leave earned for every 30 hours worked, up to a maximum of 40 hours in Princeton's fiscal year.</p> <p>Note: For the 2018-19 fiscal year, paid sick time <u>accrual</u> begins on October 29, 2018. Hourly student employees may not <u>request</u> compensation for accrued paid sick time until February 26, 2019.</p>
Usage	<p>Supervisors may request that hourly student employees arrange nonemergency, planned doctor visits or procedures around the needs of the department and provide advance notice. Approval for nonemergency, planned time off is normally based on the operational needs of the department and should be reasonably given. Supervisors may temporarily restrict nonemergency, planned sick leave during a peak period or special event where absences may unduly disrupt operations, e.g., Reunions. Supervisors must provide hourly student employees reasonable advance notice of the restricted times.</p>
Tracking Time Off	<p>Sick time is tracked and paid on an hourly basis. Supervisors and their hourly student employees are responsible for maintaining accurate attendance and paid sick time records in the Time Collection system.</p> <p>Sick time balance inquiries should be directed to the Student Employment Office for undergraduate hourly student employees and to the Graduate School for graduate hourly student employees.</p>
Unused Sick Time and Carryover	<p>Hourly student employees may accrue up to 40 hours of paid sick time in each fiscal year. The maximum carryover from one fiscal year to the next is 40 hours.</p>
Sick Time Payout	<p>Unused sick time is not compensated upon termination from a student job, graduation, or at the start of a leave of absence.</p>

Scheduling	<p><i>Hourly Student Employees:</i></p> <ul style="list-style-type: none"> • When foreseeable, request the use of earned sick time as soon as possible. For unplanned absences, calls or e-mail your supervisor at the beginning of the workday or as soon as possible thereafter by following the department's normal procedures. • Enter sick time taken in the Time Collection System. <hr/> <p><i>Supervisors:</i></p> <ul style="list-style-type: none"> • Develop and communicate clear, consistent, and reasonable call-out and tracking procedures for sick days. • For scheduled physician appointments, approve the request or suggest an alternative sick day to accommodate both the student employee and department's operational needs. • Ensure hourly student employees track sick time in Time Collection.
Contacts	
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