



**MEMORANDUM**  
(Supersedes all Previous Versions of this Memo)

To: Analytic Linguists working under the Service Contract Act under Wage Determination 2012-0012 in the following New Jersey localities: Trenton, Passaic, East Orange, Paterson, Irvington, Bloomfield and Montclair

From: Joseph Citrano, Vice President

Re: Paid Sick Leave

**Paid Sick Leave (Newark, Jersey City, Trenton, Passaic, East Orange, Paterson, Irvington, Bloomfield and Montclair, New Jersey work sites)**

Newark, Jersey City, Trenton, Passaic, East Orange, Paterson, Irvington, Bloomfield and Montclair, New Jersey have each adopted local laws that entitle employees who work at least eighty (80) hours per year in each or any of these localities to accrue certain paid sick leave. New Jersey employees who work in these locations may accrue up to forty (40) hours of paid sick leave per year from scheduled assignments within these localities, i.e. within Newark, Jersey City, Trenton, Passaic, East Orange, Paterson, Irvington, Bloomfield and Montclair. The law in each of these localities provides that paid sick leave accrued for working in each locality can be used for the following purposes:

- An employee's mental or physical illness, injury, health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or an employee's need for preventive medical care.
- An employee needs to provide care for a family member with a mental or physical illness, injury, health condition, or preventive medical care and diagnosis.
  - Family members are defined under each of the laws as an employee's child (biological, foster, step, adopted, or legal guardianship), Grandchild, Spouse, Domestic Partner, Civil Union Partner, Parent, Grandparent or Spouse (including domestic partner or civil union partner) of a Grandparent, Child or Parent of an employee's spouse (or domestic partner or civil union partner), and Sibling.
- An employee's place of business has been closed due to a public health emergency.

- An employee needs to care for a child whose school or place of care has been closed due to a public health emergency.

These laws provide that eligible employees (i.e. those working at least 80 hours per year in any of the listed localities) are entitled to accrue one (1) hour of paid sick leave for every thirty (30) hours worked in that locality, up to a maximum of forty (40) hours of paid sick leave per year. Metlang uses a consecutive 12-month period based upon the employee's hire date for purposes of a "year." Under Company policy, Metlang's Analytic Linguists working under the Service Contract Act, under Wage Determination 2012-0012 in Trenton, Passaic, East Orange, Paterson, Irvington, Bloomfield or Montclair accrue paid vacation/paid time off (V/PTO), which employees are entitled to use for the purposes of paid sick leave, and/or sick time as follows:

- two (2) weeks of V/PTO after one (1) year of service;
- three (3) weeks of V/PTO after five (5) years of service; and
- four (4) weeks of V/PTO after fifteen (15) years of service.
- During an employee's initial year of employment, i.e. that time prior to the employee's first anniversary based upon his/her date of hire and during which time the employee would not have otherwise accrued V/PTO as set forth above, the employee will be entitled to accrue paid sick leave solely for purposes set forth in these laws, effective with the employee's date of hire, at the rate of one (1) hour for every twenty-six (26) hours worked up to a maximum of forty (40) hours in this initial year of employment. However, employees in their initial year of employment may not begin to use accrued sick time until after ninety (90) days of employment.

Accordingly, Metlang employees accrue V/PTO at a rate that is equal to or more generous than what is required under these laws (i.e., each of the laws provide for accrual of one (1) hour of paid sick time for every thirty (30) hours worked).

Metlang employees who are eligible for paid sick leave pursuant to any of these laws are entitled to use their accrued V/PTO time for vacation, personal reasons and for the sick time reasons specified in the various New Jersey local laws, as specified above. However, employees are not entitled to additional paid time off under these laws, on top of the V/PTO accrued under Company policy. Time taken for sick leave purposes under these laws will count against the employee's V/PTO, as applicable.

If an employee at the end of a calendar year does not accrue as much paid leave as he/she has used during that year, the employee's V/PTO accrual for the following year will be reduced to the extent of such overuse. If an employee's employment is terminated for any reason(s) other than job elimination after taking

more paid leave than was earned, this will be treated as a wage advance, which the Company can deduct from the employee's final paycheck subject to the provisions of State Law.

Notice of the need to use V/PTO for purposes of illness of the employee or the employee's family member shall be provided before the start of the employee's shift on the day such leave is required, if possible. If circumstances beyond the employee's control prevent such notice, the employee shall be required to provide as much notice as possible.

Employees who need to use V/PTO, for any of the other purposes outlined in these local sick leave laws, must provide seven (7) calendar days' notice before the requested day off in the case of foreseeable situations, and as soon as practicable in unforeseeable situations.

If an employee is absent for more than three (3) consecutive work days, for any of the purposes outlined in these local sick leave laws, the Company may require reasonable documentation from the employee's medical provider that the use of sick time was authorized. The Company may also require the employee to submit written confirmation that the employee used paid sick leave under this policy for one of the purposes outlined in the respective sick leave laws.

The use of V/PTO for vacation or personal reasons must be requested no less than one (1) month in advance of the need for such leave. In such case, vacation time will generally be approved on a first-come, first-serve basis.

Sick time (whether used via V/PTO time or paid sick leave) may be taken in no less than one (1) hour increments (for example if an employee needs to come in late after a doctor appointment).

Employees who are eligible for sick leave under these laws will receive written notice of their rights. Copies of these notices are posted in the nearest Metlang admin office and can be found on our website [www.metlang.com](http://www.metlang.com) under the forms section.

Metlang prohibits retaliation against any employee who uses sick time, or who otherwise exercises their rights under the various New Jersey local sick leave laws.

More information for Newark, New Jersey employees can be found at:  
[http://www.ci.newark.nj.us/business/paid\\_sick\\_time\\_ordinance.php](http://www.ci.newark.nj.us/business/paid_sick_time_ordinance.php)

More information for Jersey City, New Jersey employees can be found at:  
<http://www.cityofjerseycity.com/resident.aspx?id=13872>

More information for Trenton, New Jersey employees can be found at:

*Metlang Employees on the Local Paid Sick Leave Laws of the following New Jersey localities: Newark, Jersey City, Trenton, Passaic, East Orange, Paterson, Irvington, Bloomfield and Montclair*

*January 2016*

<http://www.trentonnj.org/Cit-e-Access/webpage.cfm?TID=55&TPID=15204>

More information for Passaic, New Jersey employees can be found at:  
<http://www.cityofpassaic.com/Departments-HumanServices-SickLeaveOrd.html>

More information for East Orange, New Jersey employees can be found at:  
<http://www.njtimetocare.com/EOPSLFAQ>

More information for Paterson, New Jersey employees can be found at:  
<http://www.njtimetocare.com/PTRPSLFAQ>

More information for Irvington, New Jersey employees can be found at:  
<http://www.njtimetocare.com/IRVPSLFAQ>

More information for Bloomfield, New Jersey employees can be found at:  
<http://njtimetocare.com/BloomESDFAQ>

More information for Montclair, New Jersey employees can be found at:  
[http://www.montclairnjusa.org/index.php?option=com\\_content&view=category&layout=blog&id=341&Itemid=881](http://www.montclairnjusa.org/index.php?option=com_content&view=category&layout=blog&id=341&Itemid=881)

Please direct any questions to me at: [Jcitrano@metlang.com](mailto:Jcitrano@metlang.com)

Thank you.