



Metropolitan Interpreters and Translators

MEMORANDUM

(Supersedes all Previous Versions of this Memo)

To: All Hourly New Jersey Metlang Employees Not Working under the Service Contract Act, Working in the following Cities: Newark, Jersey City, 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 hourly employees not working under the Service Contract Act accrue paid sick time as follows:

- Hourly employees are entitled to accrue paid sick leave for purposes of these sick leave laws, effective with the employee's date of hire, at the rate of one (1) hour for every thirty (30) hours worked up to a maximum of forty (40) hours per year solely for the purposes set forth in the these laws. However, employees in their initial year of employment may not begin to use their accrued sick time until after ninety (90) days of employment.
 - Hourly employees with unused accrued sick time at that end of the year can rollover up to forty (40) hours to the new year. However, employees may not use more sick time than they would otherwise accrue in a single calendar year, as set forth above. The rollover provision allows employees to use paid sick time at the start of a year that where they might not yet have accrued such time.
- Salaried employees accrue one (1) week of paid sick leave in addition to their allotted vacation time (vacation time can be used for the purposes of sick leave) after one (1) year of service.
 - During a salaried 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 paid vacation or sick time as set forth above, the employee will be entitled to accrue paid sick leave solely for purposes of these sick leave laws, effective with the employee's date of hire, at the rate of one (1) hour for every thirty (30) 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 paid vacation and/or sick time 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 paid vacation 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 paid vacation and/or sick time accrued under Company policy. Time taken for sick leave purposes under these laws will count against the employee's paid vacation or sick time, 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 vacation or sick leave 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 paid vacation or sick time 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 paid vacation or sick time, 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 vacation time 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 paid vacation time or sick time) 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 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

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:
<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.montclairnjsa.org/index.php?option=com_content&view=category&layout=blog&id=341&Itemid=881

Please direct any questions to me at: Jcitrano@metlang.com

Thank you.