

Some Details on the NJ Earned Sick Leave Law and Brookdale's Policy of 3.1001

Dear Brookdale Adjunct,

You have received this email to help you understand two important issues regarding your entitlements as an adjunct at Brookdale Community College:

1. You are accruing sick leave as of October 28, 2018. See the "NJ Earned Sick Leave" attachment and the "Guidance for Use of..." attachment. You should have received both documents in your Brookdale email. Soon, you should be receiving instructions as to how to access the sick leave hours that you have accumulated via Web Advisor.
2. Highlights from the NJ Earned Sick Leave Law:
 - a. It is a paid time off law
 - b. Time is accrued 1 hour for every 30 hours worked
 - i. For a 3 credit -15-week course, provides 1.5 hours of credit time off accumulated during a semester
 - ii. For a 4 credit -15-week course, provides 2.0 hours of credit time off accumulated during a semester
 - c. Adjuncts accrue 1/6 of the total hours per course at each pay check starting in mid-October 2018
 - d. A person can accrue up to 40 hours
 - e. If you are not employed by Brookdale for over 6 contiguous months, all accrued hours are lost
3. In addition, you are entitled to one class absence per semester per course if you have prepared and made available to your students an online or other acceptable assignment, and have received your department head's approval of it. See Article IV Policy Statement, paragraph 5, in the Board Policy attachment.

NOTE: Some, but not all, departments may have canned material that can be used by the adjunct for the course being taught. Adjuncts should ask how it will work in their department.

An acting officer of the BAFC has gone to an information session on the new Earned Sick Leave Law and have investigated the one class absence policy that was approved by the Brookdale Board of Trustees in October 2017. We encourage you to do your own investigation into these issues. We are not experts. Human Resources and your department head are the experts with respect to their policies. Talk to them.

Your adjunct union is working for you.

Please support us.

Joan Carroll, Acting Chair

Jim Schmitt, Acting Executive Chair

Dick Jesmasjian, Acting Secretary and Treasurer

