

**SALEM COUNTY IMPROVEMENT AUTHORITY  
RESOLUTION 2018-87  
December 13, 2018**

**RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY  
APPROVING A CHANGE TO THE SALEM COUNTY IMPROVEMENT AUTHORITY  
POLICY MANUAL REGARDING SEASONAL WORKERS AND  
PART TIME EMPLOYEE SICK TIME**

**WHEREAS**, under New Jersey's Earned Sick Leave Law, employees have a right to accrue up to 40 hours of earned sick leave per year; and

**WHEREAS**, the current Salem County Improvement Authority ("SCIA") Policy Manual does not provide sick time leave for interns, seasonal employees and temporary employees; and

**WHEREAS**, in order to be in conformity with the law, the SCIA personnel policy must be revised to eliminate **Sick Leave Policy 6.4, VI. 3. c. Interns, Seasonal Employees and Temporary Employees**; and

**WHEREAS**, regarding part time employees, **Sick Leave Policy 6.4, VI. 3. b. Permanent Part Time** must be revised to read as follows:

Part time employees shall earn four (4) hours of sick time for every 12 days (96 hours) worked. The maximum number of sick time hours a part time employee can accumulate in one calendar year is 48 hours. In addition, all paid time, including sick time used, will be considered working time and counted toward the accumulation of sick time for the purpose of this policy.

Part time employees who work an annual average of less than forty (40) hours per week will be allowed to carry over from year to year, any earned/accrued sick leave, which they have not used, without limit;

**NOW, THEREFORE, BE IT RESOLVED** that SCIA approves the above described changes to the SCIA Employment Policy Manual regarding part time and seasonal employee sick time accumulation and same is effective as of the date of this Resolution.

ATTEST:

\_\_\_\_\_  
Barry Davis, Secretary

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Cordy Taylor, Chairman

**CERTIFICATION**

I hereby certify the above to be a true copy of a resolution adopted by the Salem County Improvement Authority Board at their regular meeting held December 13, 2018.

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Barry Davis, Secretary