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:

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Barry Davis, Secretary      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