SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION 2026-60

September 10, 2026

RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL REGARDING NEW JERSEY FAMILY LEAVE ACT POLICY

WHEREAS, the Salem County Improvement Authority Personnel Policy and Procedures Manual serves as governing document for all employees, volunteers and independent contractors; and

WHEREAS, the Board approved and adopted the Revised Personnel Policy and Procedures Manual on July 9, 2024 pursuant to Resolution 2024-60, to ensure compliance with current requirements and sound practices; and

WHEREAS, as of July 17, 2026 the state of NJ has lower eligibility requirements for New Jersey Family Leave Act (NJFLA) as attached hereto as Exhibit A; and

WHEREAS, the SCIA has determined that the proposed policy revision is necessary to maintain compliance with current laws and are in the best interest of SCIA and its employees.

NOW, THEREFORE, BE IT RESOLVED that the SCIA hereby amends and adopts the amendments New Jersey Family Leave Act (NJFLA) Policy, attached hereto as Exhibit A.

BE IT FURTHER RESOLVED, that the amendments attached New Jersey Family Leave Act (NJFLA) Policy be and the same is hereby made a part of the Salem County Improvement Authority Policy and Procedures Manual.

ATTEST:

Barry Davis, Secretary

Susan Bestwick, Chairperson

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 September 10, 2026.

Barry Davis, Secretary

VI. LEAVES OF ABSENCE

New Jersey Family Leave Act

Policy

Employees who have worked for at least three (3) months and for at least 250 hours during the twelve-month (12) period immediately preceding the leave are entitled to twelve (12) weeks of family leave in any twenty-four (24) month period under the provisions of the New Jersey Family Leave Act. Employees may take leave:

- to care for a newly born or adopted child, as long as leave begins within one year of the date the child is born to or placed with the employee; or

- to care for a parent, child under 18, spouse, or civil union partner who has a serious health condition requiring in-patient care, continuing medical treatment or medical supervision.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical care facility; or continuing medical treatment or continuing supervision by a health care provider.

"Child" means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

"Parent" means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law or legal guardian, having a "parent-child relationship" with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

Leave may be taken intermittently and need not be taken in one consecutive block of time.

During Family Leave, employees must comply with the Authority's Outside Employment policy. No employee shall perform services on a full-time basis for any employer for whom the employee did not provide those services immediately prior to the commencement of the leave.

Employees may also be eligible for leave under the Federal Family Medical Leave Act. Leave under the Federal Family Medical Leave Act and the New Jersey Family Leave Act will run concurrently, unless otherwise provided by law.

Notification Requirements

If the leave is foreseeable, the employee must provide at least 30 days' notice prior to the leave beginning. If the leave needs to begin in less than 30 days, the employee must provide such notice, as is practicable.

Compensation While on Family Leave

Family leave taken pursuant to the New Jersey Family Leave Act is unpaid. An Employee must use all accrued sick and vacation leave while on leave. Employees may be eligible for Family Leave Insurance Benefits (Paid Family Leave) under the New Jersey Temporary Disability Benefits law or may be covered under an employer disability plan. Employees are encouraged to discuss available coverage with HR.

An employee cannot collect Paid Family Leave benefits if they are receiving temporary disability benefits for their own inability to perform the duties of employment due to the employee's own disability.

Health Benefits

During the leave period, the employee's health benefits will be continued on the same conditions as coverage would have been provided had the employee been employed continuously during the entire leave. Therefore, if applicable, an employee must continue to pay their regular payroll deduction for benefits while on leave.

If on paid leave, the employee's contribution will be collected in the same manner as if the employee was reporting to work. During periods of unpaid leave, the employee must arrange with HR, prior to taking the leave, for payment of the employee's share of the premium.

NJ Family Leave Insurance (paid)

To apply for NJ FLI benefits, the employee will need to submit a claim to the New Jersey Department of Labor and Workforce Development. The claim may require documentation such as medical certification for a serious health condition or proof of birth or adoption.

Return from Leave

Upon return from leave, the Authority will restore an employee to their position or to a position with equivalent pay, benefits, and other terms and conditions of employment; however, the Authority cannot guarantee that an employee will be returned to their original job. The Authority will determine whether a position is an "equivalent position".

Consequences of Failing to Return upon Expiration of Leave

Unless the Authority grants an extension, an employee who fails to return to work upon the expiration of a family or medical leave will be subject to termination. Upon exhaustion of the leave, an employee will lose health insurance coverage at the end of the month. Please note that a thirty-day grace period does not exist. An employee who does not continue employment may continue health insurance coverage pursuant to COBRA at their own expense.

If an employee fails to return to work within five (5) consecutive working days following the expiration of the leave, the employee shall be considered to have abandoned their position and voluntarily resigned.