



Memo: All Administrative Staff

From: Mona M. Marder, Director of Compensation & Benefits

Re: **Revised Sick Leave Policy**

Date: December 7, 2012

This is to confirm and clarify our Sick Leave Policy for administrative staff, as follows:

EMPLOYEE'S OWN ILLNESS (Non-Workers Compensation)

For an employee's own accident or illness, that is not job related, the employee is entitled to take time off from work, as needed, to recover and be able to resume his/her duties. On the eighth consecutive day that an employee is absent from work due to an illness, the employee must apply for temporary disability. Please contact Benefits in Human Resources at x5224 to apprise us of your illness so that we may send you a disability form.

*New Jersey Temporary Disability benefits are paid by The Hartford Insurance Company to a maximum of 26 weeks. Temporary disability benefits are supplemented by Rider's salary continuation which is designed to continue a percentage of your pay (e.g. 100%, 75%, 50% or 25%) based on your length of service at the time your disability began. A booklet describing New Jersey Temporary Disability benefits had been previously sent to you. A copy of the salary continuation schedule is attached to this memo for your review.

ILLNESS OF EMPLOYEE'S FAMILY MEMBER

*Family member is defined to mean, "spouse, child, parent or parent-in-law" who has a serious health condition.

*If a family member has an accident or illness, the employee may receive a maximum of five consecutive full work days of paid sick leave for each occurrence. If the employee needs to be absent for more than five work days, he/she has the option of either requesting vacation accruals or commencing a Family Medical Leave.

*Family Medical Leave is an unpaid leave of absence which guarantees the employee up to 12 weeks of leave for care of a sick family member in a twelve month period. Rider continues your employee benefits during this time (you must continue payment for medical coverage, if applicable) and your job status is maintained.

*Employees who are taking sick time for care of family member must indicate the appropriate code (181 F/S Sick) on their monthly time sheets. If the employee needs to take additional time after the expiration of five consecutive work days, the employee should then reflect vacation time (170) or Family Leave (490). In the case of Family Leave, please contact Benefits to apprise us of the dates and duration of your anticipated Leave. Federal and State Laws require that employer's track employee's leave under the Family Medical Leave Act (FMLA) and we are obligated to communicate with the employee confirming this status.

If you have questions on the sick leave policy for administrative staff, please contact me on x7286.