



FACT SHEET

New Jersey Family Leave Act (NJFLA)

The NJFLA provides up to 12 weeks of job-protected family leave in a 24-month period if you are qualified. NJFLA is **job protection only** and NOT wage replacement.

Please contact **Benefits@rowan.edu** with any questions or concerns.

The process to request a leave of absence is now online and can be found using this link: [Leave of Absence Request Form](#)

To start your leave, you must submit both of the following at least 30 days before your leave begins:

- Leave of Absence (LOA) Request Form.
- Medical Certification Form (completed by a doctor).

NJFLA Qualifications

To qualify, an employee must:

- Be employed for 3 months.
- Have worked 250 hours in the previous 12 months
- Work for an employer with 15 or more employees.

1.) NJFLA protects leave for:

- Bonding with a newborn child, or placement of a child for adoption or foster care.
- Caring for a family member (child, parent, spouse, parent-in-law, sibling, grandparent, grandchild, domestic partner, civil union partner, or “equivalent of family”) with a serious health condition.
- Certain public health emergency situations (e.g., school or childcare closure).

Important: NJFLA does NOT cover your own medical condition.



2.) Leave Schedule Type:

Employees may take NJFLA leave:

- Continuous
- Intermittent
- Reduced Schedule

3.) Employees may use:

- **Earned:** Sick, Vacation, Admin and/or Comp time.
- Sick time cannot be used for bonding.
- **Unearned:** Sick Time to maintain your pay from Rowan.
- If you do not have enough time in your banks to maintain your pay, you can apply for Family Leave Insurance.
- Employees have the option to utilize their time or FLI for pay.
- Employees choosing to use their own time must use a minimum of two (2) weeks of earned sick time (if available) before using earned vacation, admin, or comp time.

4.) The University uses a rolling 24-month period measured backward from the date NJFLA leave is used.

Each time an employee takes NJFLA leave, the remaining entitlement equals the balance of the 12 weeks not used in the preceding 24 months.

Example: You used 8 weeks of your 12-week entitlement; you will then have 4 weeks remaining at the time of approval.

5.) If your leave extends beyond the 12-week NJFLA limit, you must contact Benefits@rowan.edu to discuss options.

6.) Continuation of Benefits

You may continue benefit programs during NJFLA leave.

If on unpaid leave:

- You are responsible for your portion of premiums for up to **three months**.



- After three months, you are responsible for the **full cost** of health and prescription benefits.
- Dental benefits may be available through **COBRA**.
- Payments are due dates stated in your approval letter.
- Failure to pay may result in cancellation of coverage.