

FACT SHEET
New Jersey State Family Medical Leave Act

1. NJFLA provides up to 12 weeks of job-protected leave in a 24-month period, providing the employee has worked for a covered employer for at least one year and has worked 1000 base hours in the previous 12 months.
2. Leave may be taken in the cases of birth, adoption placement, or a serious health condition of:
 - a. Children of any age
 - b. Parent (including in laws)
 - c. Spouse/civil union partner/domestic partner
 - d. Siblings
 - e. Grandparents
 - f. Grandchildren
 - g. Any other individual related by blood
 - h. Any other individual with whom you have the equivalent of a family relationship
3. Leave may not be taken for the employee's own health condition.
4. The University has elected to use a "rolling" 12-month period measured backward to calculate NJFLA usage.
5. Employee shall provide the employer notice of the expected leave in a reasonable and practical manner.
6. Requested leaves will count against any available annual leave entitlement.
7. You are required to have your physician complete a Certificate of Healthcare Provider Form. This form must be received by Human Resources within 15 calendar days of the employer's request for medical certification.
8. If your physician recommends an extension of your medical leave of absence beyond the end date of your approved leave, you must provide further medical documentation to Human Resources prior to your stated return to work date.
9. If your leave of absence extends past the 12 week limitation for NJFLA, you must contact Human Resources.
10. You are required to furnish further certification if you request a leave extension or if circumstances described by the original certification change significantly.
11. Continuation of Benefits
 - a. You may continue benefit programs in which you are enrolled in at the time of the NJFLA leave. If you are on an unpaid leave, in order for the coverage to be continued,

you will be responsible for your portion of the cost (percentage of the cost of health and prescription or the 1.5% of salary, whichever is higher) for up to three months. If your unpaid leave extends beyond the three month period, you will be responsible for the full cost of your health and prescription benefits. Payment is due the first of each month. Dental benefits would be available through COBRA.

- b. If payment is not made on time, your group health insurance may be cancelled. You will be provided notification in writing at least 15 days before the date that your health coverage will lapse. The University is not responsible for the employee's share of health insurance premiums while the employee is on a leave of absence without pay.
12. An employee who leaves State service or goes on a leave of absence without pay before the end of the calendar year shall have his or her leave prorated based on time earned, except that the leave of an employee on a voluntary furlough or furlough extension leave shall not be affected. An employee who is on the payroll for 23 days or more shall earn a full month's allowance, and earn one-half month's allowance if he or she is on the payroll for greater than 14 calendar days, but less than 23 calendar days in a month.
- a. An employee shall reimburse the appointing authority for paid working days used in excess of his or her prorated and accumulated entitlements.
 - b. An employee who returns to work from a leave of absence shall not be credited with paid vacation or sick leave until the amount of leave used in excess of the prorated entitlement has been reimbursed.
 - c. In State service, intermittent days off without pay other than voluntary furlough or furlough extension days shall be aggregated and considered as a continuous leave without pay for calculation of reduced vacation and sick leave credits. When intermittent days off without pay other than voluntary furlough or furlough extension days equal 11 working days, the employee's vacation and sick leave credit shall be reduced by one-half of one month's entitlement. Union leave days pursuant to a negotiated agreement shall not be included in such calculations.