

COVID-19 VACCINE EARNED SICK LEAVE MEMO

To: All NJ Employers
From: NJ Department of Labor
and Workforce Development



Earned Sick Leave is the law in New Jersey – and employees can use it to **get their COVID-19 vaccine, including appointment travel and recovery from side effects.** Please note:

- In most cases employers can't require documentation for one or two sick days in a row
- For a scheduled appointment, employers can require up to 7 days' notice
- If sick leave can't be planned in advance, employers can only require employees to give notice as soon as possible

Employers of all sizes are required to provide full-time, part-time, and temporary employees with up to 40 hours of paid sick time per year. Employees accrue an hour of paid sick time for every 30 hours worked, or employers can provide the 40 hours up front.

Employees can also use their paid sick time to:

- care for their own, or a loved one's, physical or mental illness or injury
- get tested for COVID-19 or quarantine based on the advice of a health care provider or public health authority
- take care of their children when school or child care is closed due to an epidemic or public health emergency

It's against the law to retaliate against an employee for using sick leave or to require them to find a replacement for their shift. PTO policies must meet the requirements of the law.

For more info see mysickdays.nj.gov.

Questions? Call NJDOL at **609-292-2305** between 8:30 am and 4:30 pm.