

Paid Time Off

Paid time off days are to be used for vacation, short-term illness, to handle household emergencies or deliveries, and as personal days. Paid time off which is to be used as vacation must be approved by your supervisor, except in emergency situations.

PTO will be earned and used during the same fiscal year. PTO is earned at the end of each completed pay period, up to a limit of 28 working days per fiscal year (July 1 – June 30). For continuing employees, the accrual period is each completed payroll period of the fiscal year. With supervisory approval, employees are permitted to use their full PTO allotment at any point during the fiscal year, but are not allowed to borrow PTO from the following fiscal year.

IF you are a non-exempt (bi-weekly) employee scheduled to work 35 hours per week...

THEN you accrue 7.54 hours per completed payroll period

(7 hours per day x 28 days = 196 hours/26 payroll periods = 7.54 hours)

IF you are a non-exempt (bi-weekly) employee scheduled to work 40 hours per week...

THEN you accrue 8.62 hours per completed payroll period.

(8 hours per day x 28 days = 224 hours/26 payroll periods = 8.62 hours)

IF you are an exempt (monthly) employee scheduled to work 40 hours per week...

THEN you accrue 18.67 hours per completed payroll period

(8 hours per day x 28 days = 224 hours/12 payroll periods = 18.67 hours)

For new employees, the accrual period begins when the payroll period following the hire date is completed. For terminating employees, the accrual period ends on the completed payroll period following the last day of work.

Regular part-time employees are credited with paid time off days computed as a percentage of the full-time schedule. Part-time employees whose normal work schedule is less than 25 hours per week and temporary employees are eligible for only New Jersey Earned Sick Leave benefits.

Certain departments, due to the nature of their work flow, may require their employees to take paid time off during non-peak periods.

Staff may carry over up to 28 days of PTO each July 1.