

## The Trenton Paid Sick Leave Law

A new law protects workers in Trenton when they need to take time off from work when they or a family member needs to go to the doctor or recover from being sick.



The Trenton Paid Sick Leave law went into effect on **March 4, 2015.**

Read more to find out how the Paid Sick Leave law can help you keep your job and allow you to earn paid sick time.

## How you can make a difference!

Have you been able to take job-protected, paid sick days since the Trenton Paid Sick Leave law went into effect?

Contact the **New Jersey Time to Care Coalition** to tell your story!  
[www.njtimetocare.com/story-bank](http://www.njtimetocare.com/story-bank)

Help spread the word online:  
[facebook.com/NJTimetoCare](https://facebook.com/NJTimetoCare)

Check out the **NJ Time to Care Coalition** website:  
[www.njtimetocare.com](http://www.njtimetocare.com)

Email us directly:  
[info@njtimetocare.org](mailto:info@njtimetocare.org)



*The Trenton Department of Health and Human Services is in charge of enforcing this law.*

For more information, see:  
[www.bitly.com/TRENTONPSLFAQ](http://www.bitly.com/TRENTONPSLFAQ)

*This brochure is designed to assist you in understanding your basic rights at work under the Trenton Paid Sick Time Ordinance. It does not cover all aspects of the law. It is always advisable to consult with an attorney about your individual circumstances as soon as possible if you think your rights have been violated. You have the right to file a complaint in the Trenton Municipal Court.*

## Know Your Rights: **TRENTON** Paid Sick Leave Law



*Workers in Trenton now have a right to earn paid sick time.*



## 1. What is Trenton's Paid Sick Leave law?

The law requires that all private businesses operating in Trenton allow their workers to earn paid sick days to use for themselves or for certain family members. Workers cannot be fired or punished for taking their permitted number (see question 5) of sick days and the time off must be paid.

## 2. Am I covered?

The law covers most full-time, part-time and seasonal private-sector workers in Trenton who work at least 80 hours in a calendar year.

## 3. When can I start using my sick time?

You begin earning sick leave when you start working, but your employer isn't obligated to give it to you until your 90th day on the job.

## 4. For what purposes can I use my sick time?

Under the law you can take sick time to care for yourself or a family member: a child, parent, spouse, civil union partner, domestic partner, grandparent, grandchild or sibling. In addition to being able to take leave when you or a family member need to recover from an illness, you may also take leave for preventative doctor appointments.

Sick time can also be used if your place of employment or if your child's school is closed due to a public health emergency.



## 5. How much sick time can I earn and use each year?

Trenton private-sector workers earn 1 hour of sick time for every 30 hours worked. Once accrued, sick time may be used in hourly increments (1 sick day equals 8 hours).

- Workers at businesses with **10 or more** employees can use 5 paid sick days a year.

- Workers at business with **fewer than 10** employees can use 3 paid sick days a year.

- Workers who are in contact with the public (food-service, child/elder care) can use 5 paid sick days, **regardless of the business size.**

## 6. Can I carry over my unused sick leave?

Yes, up to 5 days of unused sick time is carried over to the following calendar year, but your employer is not required to allow you to use more days than you are entitled to (3 or 5 days, depending on business size) annually. If you leave your employer and return within 6 months you are also entitled to your previously accrued sick time.

## 7. What if I already have paid leave or paid time off?

If you already receive the number of days you are entitled to (3 or 5 days, depending on business size) of any type of paid leave, such as personal days, vacation, etc., and you are able to use the time as sick time for yourself or to care for an ill family member, then your employer does not have to give you any additional paid time off.

## 8. What kind of notice or proof do I have to give my employer?

You are required to give your employer notice of the need to use sick time as soon as practicable. For sick time of more than 3 consecutive days, your employer *may* require reasonable documentation (i.e., signed doctor's note, not required to explain nature of illness).

## 9. What if my employer does not allow me to take or punishes me for using the sick time I am entitled to?

The law prohibits retaliation against you for exercising your rights protected under the law.

For inquiries and complaints, contact the Trenton Department of Health and Human Services at **609-989-3242 ext. 120** or email, [sickleave@trentonnj.org](mailto:sickleave@trentonnj.org)

For more information, please visit:  
[www.bitly.com/TRENTONPSLFAQ](http://www.bitly.com/TRENTONPSLFAQ)