



WILLIAM PATERSON UNIVERSITY

ONE HR | Division of Human Resources

300 Pompton Road • Wayne New Jersey 07470

973.720.2605 • humanresources@wpunj.edu • wpunj.edu/human-resources

Specific Notice for New Jersey State Family Leave and Family and Medical Leave Act (FMLA)

New Jersey State Family Leave

Eligibility Requirements: Have worked for covered employer at least 250 hours in preceding 12 months and employed for at least 3 months.

Amount of Leave: 12 weeks during a 24-month period measured forward from the first date of any NJ State Family Leave granted within the last 24 months.

Type of Leave: Birth or adoption; serious health condition of parent, parent of spouse, child or spouse.

Family and Medical Leave Act (FMLA)

Eligibility Requirements: Have worked for covered employer at least 1250 hours in preceding 12 months and employed for at least 12 months.

Amount of Leave: 12 weeks during a 12-month period measured forward from the first date of any FMLA granted within the last 12 months.

Type of Leave: Birth, adoption or foster care; to care for parent, child or spouse with serious health condition or employee's own serious health condition.

Health Benefits Coverages: Your health benefits must be maintained under the same conditions as if you continued to work. If you pay a health benefits premium contribution through payroll deduction, you will be advised of any premium contribution that might be due in order to continue your coverage during your leave period. If you do not remit these premium contributions as requested, the University may recover these payments from you upon your return to work.

Reinstatement Rights: You are entitled to be restored to the same position you held before the leave started, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Medical Certificate: Provide certification from an appropriate health care provider of your own serious health condition or the serious health condition of your family member to the Employee Benefits Office. If the period of illness extends beyond the date originally provided, medical certification will be required to confirm extension of illness. In addition, you will be required to present a fitness-for-duty certificate prior to being restored to employment if your absence was due to your own serious health condition.

Please be advised that if the circumstances of your leave qualify for FMLA and NJ State Family Leave, the leave used will count against your entitlement under both laws.