

Montclair Public Schools

OFFICE OF PERSONNEL

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Damen G. Cooper
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EXPANDED CATEGORIES OF NEW JERSEY FAMILY LEAVE ACT LEAVE

Employee Name: _____

Date(s) for which leave is requested: _____

A. Request for expanded categories of New Jersey Family Leave Act:

Eligible employees are entitled to up to 12 weeks of unpaid leave in a 24-month period for the following expanded NJFLA categories:

These categories will be triggered when:

- a state of emergency declared by the governor or as required by a public health authority,
- relating to an epidemic, a known or suspected exposure to a communicable disease, or efforts to prevent the spread of a communicable disease,
- requires a covered employee to care for a family member due to:

Please check one of the qualifying reasons and provide the requested information:

- Care for a child whose school or childcare facility is closed by order of a public official due to epidemic or public emergency.

Provide the date of the closure:

Provide the reason for the closure:

- Care for a family member subject to a mandatory quarantine order as a result of an illness caused by an epidemic where the family member's exposure would jeopardize the health of others.

Provide the date the public health authority issued the determination:

Provide the probable duration of the determination:

Care for a family member who is in voluntary self-quarantine recommended by a health care provider or public authority as a result of suspected exposure to a communicable disease.

Provide the date of the recommendation:

Provide the probable duration of the condition:

Provide the medical or other facts within the health care provider or public health authority's knowledge regarding the conditions:

Please note that the following:

- *All existing certification requirements under the Family and Medical Leave Act (FMLA), and New Jersey Family Leave Act (NJFLA) remain in effect if you take leave for one of the existing qualifying reasons under the FMLA and/or the NJFLA. Please complete those separate forms, if applicable.*
- *Pursuant to Board Policies 3431.1 and 4431.1, Family Leave, if a staff member is eligible for leave for reasons permitted under FMLA and NJFLA, then the time shall be concurrent and applied to both laws.*
- *An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.*
- *NJFLI, which provides wage replacement benefits from the State during an unpaid leave, has been amended to include leave taken to care for a family member related to COVID-19. The employee must file through the State for such benefits.*
- *An employee who has COVID-19, or symptoms of COVID-19 or is advised by a healthcare provider or public health authority to quarantine, may be eligible for NJ Temporary Disability Insurance from the State. The employee must file through the State for such benefits.*

Employee Signature

Date: _____

Sincerely,
Damen G. Cooper
Director of Personnel

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