

**TOWNSHIP OF MORRIS  
MORRIS COUNTY – NEW JERSEY  
ORDINANCE NO. 06-24**

AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MORRIS  
AMENDING CHAPTER 15 OF THE TOWNSHIP CODE

**WHEREAS**, the Township Committee of the Township of Morris (the "Committee") desires to amend and adopt the language of the Code of the Township of Morris (the "Township"), Chapter 15; and

**WHEREAS**, the Committee hereby finds and declares that it is in the best interest of the Township and its residents to amend and adopt the language of the Township Code, Chapter 15 and adopts the amendments to same; and

**NOW THEREFORE**, be it ordained by the Township Committee of the Township of Morris, County of Morris as follows:

**Section 1.**

Chapter 15 of the Code of the Township of Morris is hereby amended and adopted as follows:

**Personnel Policies**

**GENERAL REFERENCES**

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Article I  
**General Policies**

**§ 15-2 Employee Leave**

**§ 15-2-1 Sick Leave.**

It is recognized by the Township that employees are subject to illness, injury, accidents and family illnesses. As such, employees are granted a certain number of sick days to utilize in the event of these illnesses. These days or hours are determined and granted by the Township in good faith and as a benefit to the employee.

"Sick leave" is defined as the absence from duty of an officer or employee because of illness, accident, exposure to contagious diseases and attendance upon members of his or her immediate family because of illness requiring the care and attendance of such officer or employee. A certificate of a reputable physician in attendance upon any officer or employee or members of his or her immediate family may be required as proof of need of a leave of absence. "Immediate family" shall include spouse, child, civil union partner, step-child, foster child, father or stepfather, mother or stepmother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, grandmother-in-law, grandfather-in-law and step-sibling.

- A. Full-Time Non-Union Employees are entitled to fifteen (15) working days of sick leave per calendar year. Union employees are entitled to sick time as outlined in the respective collective negotiations agreement.

- B. All Permanent Part-Time Employees shall accrue one hour of sick leave for every 30 hours of service up to a maximum forty (40) hours in compliance with the New Jersey Earned Sick Leave Act.
- C. Non-Union employees may use Sick leave for the following purposes:
- (1) time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
  - (2) time needed for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
  - (3) absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
  - (4) time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of the employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; or
  - (5) time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability. Use of sick leave for this purpose is designated for part-time non-union employees.
- D. At the end of each calendar year, all employee's unused sick time is added to the allotment for the following year, for a maximum carryover of 40 hours.
- E. In order for the Township to assure that this benefit is not abused, there will be certain expectations required of the employee. To assure compliance with this section, the Township

Administrator, Human Resources Manager, any department head or any supervisor may request that an employee provide a doctor's certificate after three consecutive workdays of sick leave. The certificate will contain the physician's name and address and a statement that indicates the illness, injury, etc., which prevented the employee from reporting for work. (In all cases of absence on account of illness or non-work-related disability, the Township reserves the right to have an employee examined by a licensed physician or visiting nurse with respect to such illness or non-work-related disability.) In the event that the illness or non-work-related disability shall exceed five consecutive workdays or 10 occurrences during the prior 12 months, the employee shall provide a supporting statement from the attending physician.

The following circumstances may also require that the employee provide a doctor's note, and the burden and any expense of acquiring such note shall be the responsibility of the employee.

- (1) Failure to timely report absence due to sickness.
- (2) Recognizable patterns of sick time abuse.
- (3) Any other situation where there is an indication that the employee is utilizing sick time for any other purpose than what it was intended for.

F. When an employee has exhausted his/her sick time and calls out sick, this additional time will be charged to any accumulated vacation time or other paid time off the employee may have accumulated.

#### **§ 15-2-2 Sick Leave Reimbursement.**

- A. Effective December 21, 2022, accumulated, unused sick leave is not reimbursed, except to eligible employees of the Township of Morris who retire or resign from the Township's service under honorable conditions after 15 years of service or who die while a Township employee. The rate of reimbursement is 40% of one day's pay, at the individual's wage rate as of last day of employment, for up to a maximum of 250 accumulated sick days.
- B. Eligible employees hired after December 20, 1995 shall receive a maximum reimbursement benefit of \$15,000 for accumulated, unused sick leave.

#### **§ 15-2-3 Personal Leave.**

- A. All full-time non-union employees shall be entitled to two (2) days of Personal Leave in each calendar year.
- B. Personal leave days may be granted only when to do so would not disrupt the normal operations of the department; provided, however, that the Township may not unreasonably withhold its consent to permit the employee to take such personal leave time.
- C. Personal leave days may not be used in conjunction with vacation or other leave. Personal leave days shall not be taken on a day immediately prior to or on the day after a vacation day

or after a sick day.

- D. A new employee must have a minimum of six months service credit before he/she is eligible for this benefit.
- E. Personal leave for employees may be taken in full day or half-day increments.
- F. Personal Leave requirements for union employees are outlined in the respective collective negotiations agreement.

#### **§ 15-2-4 Bereavement Leave.**

- A. All non-union full-time employees of the Township shall be granted bereavement leave up to three days, with pay, upon the death of a family member. The term "family member" or "immediate family member" is defined as follows: spouse, child, civil union partner, step-child, foster child, father or stepfather, mother or stepmother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, grandmother-in-law, grandfather-in-law and step-sibling.
- B. Prior to absence from duty, if possible, or not later than 12:00 noon of the first day of absence, an employee shall make application for bereavement leave to the Township Administrator or Department Head stating specifically the relationship between the deceased and the employee and the date(s) upon which the absence is requested.
- C. One-day of bereavement leave, with pay, is granted to the employee to attend the funeral of an uncle, aunt, nephew, niece or cousin of first degree of the employee or spouse of the employee. This one day of bereavement leave may only be taken on the day of the funeral, wake or memorial service when the event occurs on a day the employee is regularly scheduled to work. Prior approval from the Human Resource Manager and Department Head is required for such one-day bereavement leave. If requested, proof must be furnished to the Department Head as to the relationship and death of the person involved.
- D. Bereavement Leave for union employees is outlined in the respective collective negotiations agreement.

#### **Section 2. Severability.**

If any portion of this ordinance shall be deemed invalid by any court of competent jurisdiction, the remainder shall survive in full force and effect.

#### **Section 3. Repealer.**

All ordinances and parts of ordinances or resolutions inconsistent herewith are hereby repealed.

#### **Section 4. When Effective.**

This ordinance shall be effective immediately upon adoption and publication in accordance with law.

Section 5. Employee Handbook Provisions

The Township Committee shall adopt an Employee Handbook based upon and governed by these general personnel policies and shall amend or revise as needed. In the event there is a conflict between these policies and any collective negotiations agreement, personnel services contract, or Federal or State law including the Attorney General's guidelines with respect to Township personnel matters, the terms and conditions of that contract or law shall prevail.

The foregoing is a true copy of an ordinance introduced and adopted on first reading by the governing body of the Township of Morris on March 20, 2024.

**TOWNSHIP OF MORRIS**

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Donna J. Guariglia, Mayor

ATTEST:

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Suzanne V. Walsh, RMC  
Morris Township Clerk

INTRODUCTION: March 20, 2024

ADOPTION: April 17, 2024