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# MANDATORY NOTICES

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## **EMPLOYER NOTICE**

Attached is a copy of an Employee Notice which describes the provisions of the New Jersey Family Leave Act (N.J.S.A. 34:11B). This Act applies to all Employers domiciled in New Jersey who employ 50 or more employees.

Employers are obligated to display this notice and must keep employees informed as to the provisions of this Act. The Effective Date of this Act is May 4, 1990.

The New Jersey Family Leave Act is enforced by the Division of Civil Rights of the Department of Law and Public Safety. Because this Act impacts the employment relationship, Sun Life and Health Insurance Company (U.S.) cannot provide legal advice. If you have any questions as to the extent of your compliance obligations you may want to consult your legal counsel.

## **EMPLOYEE NOTICE**

### **FAMILY LEAVE ACT**

Pursuant to the Family Leave Act (N.J.S.A. 34:11b-1, et seq.), most employees who have worked at least 1,000 hours during the last twelve (12) months are eligible to receive an unpaid leave of absence for a period not to exceed twelve (12) weeks in any twenty-four (24) month period.

Leave may be taken only for the following reasons:

- A. The birth or adoption of a child.
- B. The serious health conditions of a family member. (i.e., child, parent, or spouse)

Any leave granted to an eligible employee under this Act due to the serious health condition of a family member may be taken consecutively or intermittently depending upon the legitimate needs of the employee. Any leave granted due to the birth or adoption of a child must be taken consecutively unless otherwise agreed to by the employer and must commence within one (1) year of the adoption or birth. Irrespective of the manner in which the leave is taken, however, in no instance does the Act require an employer to grant more than a total of twelve (12) weeks of leave in any consecutive twenty-four (24) month period.

Eligible employees must provide prior notice to the personnel department if requesting a leave of absence under this Act and your employer has the right to request that an employee provide a certification issued by a licensed health care provider in order to ensure that the employee meets the eligibility requirements.

Your employer may deny a request for leave made by an otherwise eligible employee, if the employee is among the five (5) percent highest paid or is one of the seven (7) highest paid employees of the company, whichever is greater, and your employer can demonstrate that the leave will cause substantial and grievous economic injury to its operations.

For details about this type of leave, eligibility requirements, etc., please contact the personnel department.

**VIOLATIONS OF THIS ACT OR INQUIRES REGARDING SUSPECTED VIOLATIONS SHOULD BE REPORTED TO THE DIVISION ON CIVIL RIGHTS REGIONAL OFFICE NEAREST YOU.**