



State of New Jersey

DEPARTMENT OF CORRECTIONS

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INTEROFFICE COMMUNICATION

TO: All Staff

FROM: Elizabeth L. Whitlock, Director
Office Of Human Resources

DATE: March 15, 2020

SUBJECT: **Required Documentation / Information for Impacted Staff Call-Outs Due to School and/or Day Care Closures as a Result of COVID-19**

Please note the following with regard to school and/or child care center closures related to COVID-19.

Statewide school closures are imminent. The Department recommends impacted primary caregivers consider preparing for long-term daytime supervision needs for dependents consistent with Emergency Leave Provisions. Individuals that call out will be required to provide your regional Human Resources Manager with the following information within three (3) business days:

1. Documentation of the school's closure on the institution's letterhead. With school notifications moving to text and web, a screenshot of an email or text that includes your phone number or email address is acceptable.
2. Documentation demonstrating you are the primary caregiver.
3. A note, indicating you have no other child care alternative and the type of time you would like to utilize until approval and adjustments can be made.

As a reminder, sick time is not permitted for this purpose. Furthermore, time utilized will be deemed personal leave time until documentation is received, reviewed, approved and a timekeeping code is issued from the Civil Service Commission. In the event that two parents work for the Department, only one parent will be approved per requested time, pending proper documentation.

NOTE: In Accordance with CSC Guidelines, for the purpose of direct care employees, custody staff in correctional facilities, and any other employee deemed essential in accordance with NJAC 4A:6-2.5 or the Appointing Authority's COOP, if their child's preschool program, elementary or secondary school, or child care center is closed due to such things as preparation to respond to a potential outbreak or cleanings, they may be required to report to work as if the curtailment of State operations and services had been implemented.