

New Jersey Department of Transportation
CONSTRUCTION ADVISORY

NUMBER: 44	Request Notification and Approval of Benefit Time Use	05/29/2019
CATEGORY: Time		

Policy 539 Benefit Time and Leaves governs paid and unpaid leaves.

This Advisory addresses Administrative leave, Vacation leave and Sick leave. For other less common types of leave. see Policy 539.

ADMINISTRATIVE LEAVE

Submit a request for administrative leave in eCATS in half hour increments. The supervisor may grant such leave provided it is scheduled in advance, except in emergencies, and does not interfere with the proper conduct of NJDOT's operations. The supervisor may require proof of the nature of the emergency.

VACATION LEAVE

Submit a request for vacation leave in eCATS in half hour increments. Vacation leave must be requested as far in advance as practical and may not be called in the day of the intended use. The supervisor may grant such leave provided it does not interfere with the proper conduct of NJDOT's operations.

SICK LEAVE

Employees are required to notify their supervisor of their absence at the earliest possible time each working day, but in no event less than the usual reporting time. Notification can be e-mail, recorded message or text message. However, the employee needs to call back to speak to the supervisor or receive positive acknowledgement. If positive acknowledgement cannot be obtained, e-mail or text time stamp will suffice.

Albert Balluch
Director, Construction & Materials


