Absence Request – Temporary Employees

TEMPORARY EMPLOYEE INFORMATION

Employee Name: _____

Company on Assignment With: _____ **Position:** _____

Supervisor at Assignment: _____

ABSENCE INFORMATION

Start Date: _____ **End Date:** _____

Total Hours Requested: _____

Type of Leave (Check-one – Required): ☐ **Unpaid PTO OR** ☐ **Sick Leave**

Reason for Absence:

Notice Requirements & Temporary Employee Paid Leave Policy

Temporary Employee Sick Leave Policy Notice
Temporary employees may begin using paid sick leave after 120 days of employment. Until that time, temporary employees are paid only for hours actually worked. Temporary employees earn 1 hour of paid sick leave for every 30 hours worked, up to a maximum of 40 hours per year. Unused sick leave may be carried over up to 40 hours, although no more than 40 hours may be used in a single year. **Temporary employees must take sick leave in 4-hour increments.** Accrued sick leave balances may be viewed at any time through the PrimePay employee portal.

Paid Time Off (PTO) Notice for Temporary Employees:
Temporary employees do not receive Paid Time Off (PTO). The only paid time off available to temporary employees is NJ Earned Sick Leave, in accordance with state law and as outlined above.

*Vacation and non-sick leave requests must be submitted at least one (1) week in advance and are subject to approval. Sick leave does not require advance notice when unforeseeable.

Employee Signature

Employee Signature: _____ **Date:** _____

MANAGER APPROVAL AT ASSIGNMENT

☐ **Approved** ☐ **Rejected**

Manager Signature: _____ **Date:** _____