

BONDING TIME

(For Municipalities that wish to extend bonding time but are not required to do so under the NJFLA)

Eligibility

To be eligible for leave under this policy, an employee must first be employed in a full-time capacity for at least one year.

Bonding Time Benefit Explained

An eligible employee may take up to ____hours of protected unpaid leave time within any 12-month period upon the birth of a child or placement of a child with the employee for adoption or foster care. The Township of Independence will measure the 12-month period as a rolling 12-month period measured backward from the last date upon which an employee exhausts leave previously used under this policy. Any eligible employee who elects this benefit must do so within the first 90 days of the birth of the child or placement of the child with the employee for adoption or foster care.

Employees must use the leave in one consecutive block of time.

If leave is not taken immediately upon the birth of a child or placement of a child with the employee for adoption or foster care, the Township and employee must mutually agree to the time period when leave will be utilized.

Accrued Paid Sick Leave time may be utilized to supplement the unpaid leave used under this policy.

Employee Notice Requirement

All employees requesting leave under this policy must provide verbal or written notice of the need for leave to the Administrator.

When the need for the leave is foreseeable, the employee must provide the Township with at least 60 days' notice. When an employee becomes aware of a need for leave fewer than 60 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day.