



OFFICE OF THE COUNTY ADMINISTRATOR  
*Sussex County Administrative Center*  
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Gregory V. Poff II  
*County Administrator*

## County of Sussex

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To: All County Employees  
From: Gregory V. Poff II, County Administrator  
Date: March 14, 2020  
Re: Employee Leave Time and Staffing COVID-19

In response to several closures of schools and school districts, we want to share the following information on the County's policy moving forward:

***Non-essential employees can stay home without using their allocated sick leave to care for their child/children in the event of the closing of the child's school or childcare center; if related to the Covid-19 outbreak.***

***Essential employees are NOT covered under this policy.***

For those non-essential employees needing to stay home, we ask that you "call in," fill out and submit the attached school certification form to your Department Administrator. All forms, once completed, must be sent to [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us). Only completed and approved certifications will be approved under this policy. Department Administrators will provide guidance on all further work flow operations.

Essential employees as defined in the County's Employee Handbook are employees who are responsible for the health or safety of the public, for the protection of County property, or the property of the general public. Essential employees **may** be provided an alternative work schedule including the modification of their workday start and end times, as well as, modification of their work week to include weekends as appropriate and approved by their respective Department Administrator.

The following employees are ESSENTIAL in the following divisions:

- Division of Public Works
- Office of Bridge and Traffic Safety
- Office of Fleet Management
- Public Works Administration
- Division of Facilities Management
- Division of Finance
- Division of Health
- Juvenile Detention
- Prosecutor's Office (as determined by the Prosecutor)
- Sheriff's Office (as determined by the Sheriff)
- Bureau of Corrections

Please note, the above list of divisions is not deemed to be exclusive. The County Administrator shall determine which positions in each County Department shall meet the definition of Essential Personnel.



# SUSSEX COUNTY SCHOOL CERTIFICATION

## Section 1 - Information and Instructions

This form should be completed by any Sussex County employee requesting time off due to school closure during the COVID-19 pandemic.

1. Form should be completed by Sussex County employee including documentation verifying the school closing.
2. Form must be emailed to [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us).

## Section 2 – Employee Information

Employee Name:

Telephone Number:

Department:

## Section 2 – Child(ren) Information

Child(s)  
Name: \_\_\_\_\_

School  
Information: \_\_\_\_\_  
**(name & Telephone)**

Child(s)  
Name: \_\_\_\_\_

School  
Information: \_\_\_\_\_  
**(name & Telephone)**

Child(s)  
Name: \_\_\_\_\_

School  
Information: \_\_\_\_\_  
**(name & Telephone)**

Child(s)  
Name: \_\_\_\_\_

School  
Information: \_\_\_\_\_  
**(name & Telephone)**

## Section 3 – Certification (Authorized by Department Head)

I hereby certify that the foregoing statements made in this Certification are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline, up to and including termination.

Employee Signature:

Employee Name Printed:

County Administrator Signature: