

New Jersey Family Leave Act (NJFLA) Checklist

Prepare for the amended act effective July 17, 2026. Start by confirming whether the act applies, then adjust your policies for compliance.

1. Do NJFLA requirements apply to my company?

The updated act applies if you:

- ☐ **Have 15+ employees across all locations**
Count all part- and full-time employees working 20 or more hours per week on average, regardless of location.
- ☐ **Have any employees working in New Jersey**
Any employees working in offices or remotely in New Jersey are covered.
- ☐ **Are an individual, corporation or any other legal entity**
The act can apply to any business structure.

2. What should I do to ensure compliance?

- ☐ **Evaluate and revise leave policies**
Make sure your handbooks and systems are updated to reflect family leave rights, anti-retaliation rules and how to request leave.
- ☐ **Communicate with employees and supervisors**
The law requires that you display posters and advise employees of their rights under the act. Management, HR and supervisors should be trained to understand the new requirements and that employees are legally protected against retaliation.
- ☐ **Understand how NJFLA intersects with other benefits**
Employees eligible for New Jersey Earned Sick Leave and TDI or FLI benefits may choose the order in which they use those benefits, and they cannot be required to exhaust their sick leave first.

3. How will you operate during extended leaves?

As you consider compliance questions, think about contingency plans for your business, too. After all, you'll have to continue operating should key personnel require extended absences.

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