



BROWN

Frequently Asked Questions - Students
Sick and Safe Leave

1) What is Sick and Safe Leave?

The Healthy and Safe Families and Workplaces Act, also known as Sick and Safe Leave, is a Rhode Island law that went into effect on July 1, 2018. The law requires employers to provide employees with a minimum number of days to take time away from work for an injury or illness or to care for a close family member with an injury or illness. Under the law, employees may also use Sick and Safe Leave should they or someone they care for experience domestic violence, sexual assault or stalking.

2) Which employers in Rhode Island are required to provide leave under the policy?

The act applies to nearly all employers in the state with 18 or more employees.

3) When did this law take effect?

The law took effect on July 1, 2018. The Rhode Island Department of Labor and Training expects employers to be fully compliant with the act by Jan. 1, 2019.

4) Who at Brown University is eligible for Sick and Safe Leave?

Everyone who is employed by Brown is eligible for Sick and Safe Leave, including faculty, staff and student workers.

5) Under what circumstances can I use Sick and Safe Leave?

You may designate time as Sick and Safe Leave for illness or injury, or should you experience domestic violence, sexual assault or stalking. Sick and Safe Leave may also be used for the care of an eligible family member who is sick or has been injured — or has experienced domestic violence, sexual assault or stalking.

6) Who is considered a family member under Sick and Safe Leave?

Under the definitions of the new law, a family member is a child, parent, spouse, mother-in-law, father-in-law, grandparent, grandchild, domestic partner, sibling, care recipient or member of the employee's household.

7) How many hours of Sick and Safe Leave are student workers eligible for and when are the hours available for use?

Brown sets Sick and Safe Leave hours for student workers on a calendar basis, in accordance with the new law. For calendar year 2018, student employees will receive and may begin using a total of 6 hours starting on Nov. 1, 2018. The 6 hours will be available for use through Dec. 31, 2018. In January, at the start of the calendar year, Sick and Safe Leave hours for student employees will be reset. The previous year's hours do not roll over. Student employees will receive 6 hours of Sick and Safe Leave time in calendar year 2019.

8) Can I use the time in increments and/or for a variety of circumstances?

Yes. You do not have to use 6 hours all at once or for the same reason. However, the minimum increment is 15 minutes.

9) How do I report use of my Sick and Safe Leave time?

First, you must notify your supervisor, prior to your scheduled shift, that you will be absent and plan to use Sick and Safe Leave time. If you are an hourly employee, you will then enter this time in Workday. Instead of designating it as time worked, you will code it as Sick and Safe Leave hours. If you are a student who is paid through a stipend, rather than hourly, you should request your time off by notifying your supervisor just as you have in the past.

10) Do I need to provide documentation if I take leave time under the Sick and Safe Leave law?

No documentation is required to take leave. However, you must contact your supervisor prior to your shift and let them know you are taking Sick and Safe Leave time.

11) If I have two jobs, and therefore have more than one active job in Workday, how do I report Sick and Safe Leave?

When entering the time in Workday, select the job for which you were scheduled to work. Then enter your hours as Sick and Safe Leave in lieu of hours worked.

12) I am a graduate student on a stipend. How do I submit Sick and Safe Leave time?

Students on stipends must request time off by notifying their faculty advisor. Students who do not have an assigned advisor or supervisor should notify their director of graduate study.

13) I am a student worker in Dining Services. How do I enter my time?

Sick and Safe Leave time will need to be requested directly to your supervisor who will enter it into Kronos when your regular hours are entered.

14) Is there any Title IX or Clery Act reporting required for Sick and Safe Leave?

Use of time under the Sick and Safe Leave Act itself does not create any reporting requirements, including under Title IX or Clery Act regulations. However, if in the course of requesting Sick and Safe Leave, an employee voluntarily discloses to a supervisor that they have experienced domestic violence, sexual assault or stalking, the supervisor must notify Brown's Title IX and Gender Equity Office. Contact the Title IX and Gender Equity Office at 401-863-2386 or titleixoffice@brown.edu for information regarding Title IX and Clery reporting, as well as resources and support related to sexual violence and other forms of gender based-discrimination.

15) Who can answer additional questions that I have regarding the use of this leave?

Ask your supervisor first. For additional questions, visit the Brown Business Center on the 2nd floor of Page-Robinson Hall between 9 a.m. and 4:30 p.m., Monday through Friday; or, you may email brownbusinesscenter@brown.edu. If your question is about entering your time in Workday, please contact Workday Operations at workdayoperations@brown.edu.