Excused Absences (30.023)

Introduction
Under special circumstances employees may be eligible to take excused time off from work. Some of the circumstances permit employees to take the time off with pay. The Policy Statement is organized as follows:

- Bereavement
- Jury Duty
- Religious Observance
- Special Assignment

Policy Statement
The University makes available to employees several types of paid and unpaid excused absences. This policy states the University’s position for Bereavement, Jury Duty, Religious Observance, and Special Assignment absences.

Bereavement
Employees are permitted to take off up to three working days with pay upon the death of a parent, step-parent, child, step-child, son or daughter-in-law, spouse, domestic partner, grandchild, grandparent, grandparent-in-law¹, mother-in-law¹, father-in-law¹ and sibling¹.

Up to one-half day of paid bereavement time off may be taken to attend the funeral or memorial service of persons who are not listed above.

¹These relations are inclusive of spouse and domestic partner.

Jury Duty
Employees may take time off to serve on jury duty. Subpoenas or other documentation regarding the jury duty must be presented to staff members’ supervisors as soon as received. A staff member serving jury duty will receive regular pay and benefits for the duration of the services. It is expected that staff will come to work when jury duty does not last an entire work day.

Religious Observance
Employees may take time off to observe the holidays of their chosen religions (preferably with one month’s advance notice). Permission of supervisors is required and will be granted unless such an absence would create a significant business hardship. Time off for religious observance is unpaid, except where the staff member chooses to use vacation time.

Special Assignment
Staff with more than five years of service to Brown may apply for Special Assignment duty. Up to three months at full pay or six months at half pay may be granted to the staff member to perform such duty. Approval is at the discretion of the department head and the appropriate senior officer with the concurrence of the President, Provost or Senior Vice President for Finance and Administration. Absence due to Special Assignment may only be granted when the assignment will be of value to Brown, e.g., the accomplishment of a particular project or completion of a specific training program.

It is expected that staff members who are permitted to be on Special Assignment duty will establish expectations with the department (e.g., reports due), and will remain at Brown for at least one year following return to their regular positions. Departments are responsible for the coverage of duties
normally performed by the person on Special Assignment. All benefits remain in effect while an employee is on Special Assignment.

**Responsibilities**

**Employee:** Notify supervisor as far in advance as is practicable and submit the proper time off request in Workday.

**Supervisor:** Approve the request, except Special Assignment requires consultation with and approval of others as noted.

**Department Head:** Provides approval for Special Assignment and seeks concurrence for approval from the President, Provost, or Senior Vice President of Finance and Administration.

**President, Provost or Senior Vice President of Finance and Administration:** Provide concurrence with Department for approval of Special Assignments.

**Procedures**

Employees who are requesting time off for bereavement or jury duty should submit the corresponding Time Off in Workday.

Requests for Special Assignment should be in writing and will receive a formal approval or denial from the department and senior administration.

Frequently Asked Questions

**Do I need to turn over any pay for serving jury duty to Brown?**

No. You keep any pay received from jury duty in addition to receiving your regular pay from Brown.

Policy Owner Approved by Vice President for Human Resources

**Contact(s)**

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