

ROGER WILLIAMS UNIVERSITY – HEALTHY AND SAFE FAMILIES AND WORKPLACES ACT POLICY

It is the policy of Roger Williams University to comply with the Rhode Island Health and Safe Families and Workplaces Act (the “Act”). The Act’s purpose is to ensure that employees in Rhode Island can address their own health and safety needs, as well as those of their family members, by requiring employers to allow employees to earn a certain minimum level of paid sick and/or safe leave time. This law allows employees to use such leave for the following purposes:

- Mental or physical illness, injury or health condition of an employee, family member, or member of the household;
- Medical diagnosis, care, treatment of a mental or physical illness, injury or health condition of an employee, family member, or member of the household;
- Preventative medical care for an employee, family member or member of the household;
- Leave related to domestic violence, sexual assault, or stalking impacting an employee, family member, or member of the household;
- Closure of the employee’s place of business, or a child’s school or place of care, by order of a public health official due to a public health emergency; or
- If health authorities or a health care provider determines that the employee or covered relation’s presence in the community may jeopardize others’ health because of the individual’s exposure to a communicable disease, whether or not the employee or covered relation has actually contracted the communicable disease.

In most cases, the sick leave benefits provided by the University, whether extended through policy or through negotiated labor agreements, are greater than the minimum standards required by the Act, but in any limited instances where there is incongruity between University benefits currently offered and the new law, the University will make the requisite changes to comply with the law.

Unless an applicable collective bargaining agreement provides otherwise, the University shall administer requests for leave made pursuant to the Act as follows:

- 1.) New employees will begin to accrue sick and safe leave pursuant to the Act upon hire, but shall not be permitted to use such leave until the ninety-first day following hire.
- 2.) In instances where the need for leave is foreseeable , an employee seeking to take leave pursuant to the Act is required to: provide as much advance notice as is possible to the employee’s supervisor of such need, obtain approval in advance of its use; and make reasonable efforts to schedule the use in a manner that does not disrupt University operations.
- 3.) In instances where the need to take such leave pursuant to the Act is not foreseeable, an employee must, as soon as is practicable upon the need arising, contact the employee’s supervisor in order to notify the University of the need for such unanticipated leave and request that such leave be granted.
- 4.) When possible, employees requesting leave pursuant to the Act should provide notice of the leave’s expected duration.
- 5.) For periods of paid leave granted pursuant to the Act that span more than three consecutive work days, employees may, upon request by the University, be required to provide reasonable documentation that the leave has been used for a purpose covered by the Act.

July 1, 2018