



BROWN

## Paid Time Off SOP

SOP 08.25.04

Effective Date: November 19, 2020

### 1.0 Standard Operating Procedure (SOP) Purpose

The purpose of this SOP is to provide administrative guidance for the Paid Time Off Policy.

### 2.0 SOP

Vacation, Sick, Jury Duty, Bereavement and Military Time should be submitted into Workday under Time Off. Any time out of work under Religious Observance can either be unpaid or paid in conjunction with submitting vacation time in Workday.

#### 2.1 Vacation

- Supervisors may approve or deny the request at their discretion based on performance or business and operational needs.
- Supervisors and/or departments may set guidelines for vacation usage such as restricting use during peak business periods.
- Vacation time balances may need to be converted from hours to days if an employee changes exempt status.
- Accrued vacation time is paid out upon termination or changing from a vacation-eligible position to one that is not.

#### 2.2 Sick

- Sick, Family Sick and/or Sick and Safe Leave should be requested and approved through Workday.
- Supervisors may decide at their discretion if a doctor's note is required, based on the number of days absent or previous sick time usage.
- Employees should make an effort to schedule doctor's appointments to minimize time away from work. When not possible, sick time may be taken.
- No documentation should be requested for Sick and Safe Leave.
- Sick time balances may need to be converted from hours to days if an employee changes exempt status.
- Sick time is not paid out upon termination.
- Part-time employees who work under 50 Percent Time may be eligible for Sick and Safe leave through state law.

### 2.3 Jury Duty

In addition to submitting the time off in Workday, employees should submit subpoenas or other documentation to supervisors as soon as received. Any pay received for jury duty is for the employee and is not remitted to Brown University.

### 2.4 Bereavement

Employees are eligible for time off according to the policy, which should be submitted in Workday. No documentation is required.

### 2.5 Religious Observance

Employees should notify supervisors in advance of any need to be out of work for Religious Observance. Employees may take either unpaid time or may request Vacation Time in Workday.

### 2.6 Military Reserve Duty

Employees should provide a copy of the military orders to their supervisors as soon as they are received. Employees should submit time off under Military Time Off in Workday to receive pay. Any pay from the military (less housing and meals) should be remitted to Brown University.

### 2.7 Military Supplemental Pay

In order to receive supplemental pay, the employee is required to submit a completed Military Leave of Absence request in Workday, a copy of their orders, and a copy of a current pay stub to the Benefits Office. Note: An employee will not receive both 10 days of regular pay and an additional 90 days of supplemental pay for the same Military Leave request.

## 3.0 Definitions

For the purpose of this SOP, the terms below have the following definitions:

**Percent Time:** Employee's scheduled hours and months divided by the employer's standard hours and months for a full-time work schedule.

**Religious Observance:** A religious holiday that falls on a day not already observed on the holiday calendar.

**Sick and Safe Leave:** Rhode Island state law that provides time out of work for an employee's own illness or safety, or that of a family member or someone they are caring for.

## 4.0 Responsibilities

All individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. University supervisors are responsible for promoting the understanding of this SOP and for taking

appropriate steps to help ensure compliance with it.

**Employee:** Employees are required to submit time off in Workday in order to get paid. Any required documentation must be submitted to their supervisor and/or human resources.

**Supervisor:** Approve/deny Time Off and collect documentation as appropriate.

## 5.0 Related Information

This SOP is not a legal document. This SOP does not confer a term of employment, nor is the language intended to establish a contract of employment, express or implied, between any employee and Brown University. The University reserves the right to change, amend or terminate any of its human resources policies or SOPs at any time for any reason.

The following information compliments and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws and requirements.

### 5.1 Related University Policies:

- [Leaves of Absence](#)

### 5.2 Related SOPs: N/A

### 5.3 Related Forms: N/A

### 5.4 Frequently Asked Questions (FAQs): N/A, or list as bullets below,

- **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.
- **Does Brown University provide personal time off?**  
No. Employees needing time off for personal reasons should request vacation time.
- **If I have used up my sick and vacation time, may I borrow from a future period?**  
No borrowing is permitted.

### 5.5 Other Related Information: N/A

## 6.0 SOP Owner and Contact

### 6.1 SOP Owner: Vice President for Human Resources

### 6.2 SOP Approved by: Vice President for Human Resources

### 6.3 Subject Matter Contact: Leave and Accommodation Manager

- Telephone: 401-863-1790
- Email: [Leave\\_Admin@brown.edu](mailto:Leave_Admin@brown.edu)

## 7.0 SOP History

### 7.1 SOP Effective Date: November 19, 2020

### 7.2 SOP Last Reviewed: N/A

### 7.3 SOP Update/Review Summary: Formatted to comply with new University SOP template.