

# RHODE ISLAND



**LABOR LAW  
POSTINGS**

# Rhode Island Labor Law Postings

Thank you for using Paychex! Your order contains the following state posters:

Name of Poster	Poster Code	Posting Requirements	Agency Responsible
Workers' Compensation	LRI01	All employers	Department of Labor and Training, Workers' Compensation Unit
Workers' Compensation (Spanish*)	LRI12	All employers	Department of Labor and Training, Workers' Compensation Unit
Discrimination	LRI02	All employers who employ 4 or more employees	Human Rights Commission
Unemployment & Disability Insurance	LRI03	All employers	Department of Labor and Training
Unemployment & Disability Insurance (Spanish*)	LRI17	All employers	Department of Labor and Training
Minimum Wage	LRI04	All employers	Department of Labor and Training, Division of Labor Standards
Minimum Wage (Spanish*)	LRI16	All employers	Department of Labor and Training, Division of Labor Standards
Parental and Family Medical Leave	LRI05	All employers of 50 or more Employees	Department of Labor Standards
Parental and Family Medical Leave Act (Spanish*)	LRI18	All employers of 50 or more Employees	Department of Labor Standards
Right to Know	LRI06	All employers	Division of Occupational Safety
Right to Know (Spanish*)	LRI19	All employers	Division of Occupational Safety
Sexual Harassment	LRI07	All employers	Human Rights Commission
Whistleblowers' Protection	LRI11	All employers	Attorney General
Child Labor-Employment of Minors	LRI13	All employers who employ minors	Division of Labor Standards
No Smoking	LRI14	All employers	Rhode Island Department of Health
No Smoking (Spanish*)	LRI15	All employers	Rhode Island Department of Health
Prevailing Wage	LRI20	Required for public works contractors with a contract price in excess of \$1,000	Prevailing Wage Division
Prevailing Wage (Spanish*)	LRI21	Required for public works contractors with a contract price in excess of \$1,000	Prevailing Wage Division
Pregnancy Discrimination	LRI28	All employers	Human Rights Commission
Healthy and Safe Families and Workplaces Act	LRI30	All employers	Department of Labor and Training
Healthy and Safe Families and Workplaces Act (Spanish*)	LRI31	Optional for all employers	Department of Labor and Training
Ban the Box	LRI32	All employers	Department of Labor and Training
Ban the Box (Spanish*)	LRI33	Optional for all employers	Department of Labor and Training
Paid Sick Leave Notice	LRI34	Optional for all employers	Department of Labor and Training

\*While they are not required, Spanish versions are recommended for employers of Spanish-speaking workers.

## **Printing and Posting Instructions**

All files are print ready, according to size requirements from the issuing agency (if any). To ensure compliance, print all posters as provided. Posters requiring different paper size and/or color print are noted below as exceptions. Please note: In some cases, individual posters are set up to print on multiple pages.

- 1.) Print each of the posters listed above on 8.5"x11" paper.
- 2.) For multiple-page posters, we recommend taping the pages together before posting.
- 3.) Review each poster and posting instructions (above) carefully to check for special posting requirements that might apply to your business.
- 4.) Display all applicable posters in a conspicuous area accessible to all employees (such as an employee lounge, break room, or cafeteria).

# STATE OF RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING



This employer is subject to the provisions of the

## WORKERS' COMPENSATION ACT

of the State of Rhode Island.

Workers' Compensation Insurance Company: \_\_\_\_\_

Adjusting Company: \_\_\_\_\_

Telephone \_\_\_\_\_ Policy Effective Date: \_\_\_\_\_

In accordance with Rhode Island General Law §28-32-1, the **employer must report** to the Director of Labor and Training **every personal injury sustained by an employee if the injury incapacitates the employee from earning full wages for at least three (3) days or requires medical treatment, regardless of the period of incapacity**. If the injury proves fatal, the report must be filed within forty-eight (48) hours. If not fatal, the report shall be made within ten (10) days of the injury.

**An injured employee shall have the freedom to choose medical treatment initially.** The employee's first visit to any facility under contract or agreement with the employer or insurer in order to provide priority care **shall not be considered** the employee's initial choice.

For more information about Workers' Compensation procedures and benefits, call the Education Unit at (401) 462-8100 and press option #1. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100 and press option #7.

In accordance with Rhode Island General Law §28-29-13, this notice must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance.

# DEPARTAMENTO DE TRABAJO Y ENTRENAMIENTO DEL ESTADO DE RHODE ISLAND



Esta empresa esta sujeta a las estipulaciones del

## ACTA DE COMPENSACION DE TRABAJADORES

del Estado de Rhode Island

Seguro de Compensación de Trabajo \_\_\_\_\_

Compañía Ajustadora: \_\_\_\_\_

Teléfono: \_\_\_\_\_ Fecha Efectiva de Póliza: \_\_\_\_\_

De acuerdo con las Leyes Generales de Rhode Island §28-32-1, **las empresas tienen que reportarle al Director de Trabajo y Entrenamiento cada lesión personal reportada por un empleado si la lesión incapacita al empleado de ganar un sueldo completo por un mínimo de tres (3) días, o requiere tratamiento médico, sin importar el período de incapacidad.** Si la lesión es fatal, el incidente debe ser reportado dentro de cuarenta y ocho (48) horas. Si no es fatal, el incidente será reportado dentro de diez (10) días de la lesión.

**Un empleado lesionado tiene la libertad de escoger al primer proveedor médico.** La primera visita del empleado a cualquier centro de atención médica contratado por la empresa o la aseguradora, con la intención de facilitar atención inmediata, **no será considerado** el primer proveedor médico.

Para más información referente a la compensación para trabajadores a causa de accidentes de trabajo, procedimientos y beneficios, llame a la Unidad Educacional al (401) 462-8100 y apriete la opción #1 o TDD (401) 462-8006. Si usted sospecha de fraude, póngase en contacto con la Unidad de Prevención de Fraude al (401) 462-8100 y apriete la opción #7.

De acuerdo con las Leyes Generales de Rhode Island §28-29-13, este aviso debe ser colocado y mantenido en lugares visibles para los trabajadores. Las empresas que no cumplen con este requerimiento pueden ser sujetas a multas.

DWC-8 S (1/2013)

# DISCRIMINATION IS ILLEGAL

State and Federal laws prohibit harassment and discrimination in hiring, terms and conditions, promotion, discharge, salary, benefits, and other aspects of employment based on race, color, religion, ancestral origin, sex, sexual orientation\*, gender identity or expression\*, physical or mental disability or age (over 40).

\*State only

State law also prohibits employers from asking applicants about arrest records, and makes it unlawful to ask about convictions until at or after a first interview (with certain exceptions).

**You have the *right* to a workplace free of harassment and discrimination.**

Report incidents of harassment and discrimination to the Commission for Human Rights and the company representative named below:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



Rhode Island  
Commission for Human Rights  
180 Westminster Street  
Third Floor  
Providence, RI 02903  
401-222-2661  
TDD: 401-222-2664  
[www.richr.ri.gov](http://www.richr.ri.gov)

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER



# NOTICE TO ALL EMPLOYEES

## Unemployment Insurance Benefits

### If you become totally/partially unemployed:

1. File your claim for benefits with the RI Dept. of Labor and Training (DLT) within seven days of your layoff date.
2. File your claim online at [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) or by telephone at (401) 243-9100. Visit [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) for hours of operation. For more information, visit [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) or call (401) 243-9100.
3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required.
4. To collect unemployment benefits, the law requires that you must:
  - a. Be unemployed through no fault of your own,
  - b. Have earned minimum qualifying wages while you were working,
  - c. Be physically able to work, available for work and actively seeking work, and
  - d. You must register for work with the RI Dept. of Labor and Training.

*You are protected under provisions of the Rhode Island Employment Security Act and the Temporary Disability Insurance Act*

## Employment and Training Services

### If you need help finding a job:

The RI Dept. of Labor and Training offers free employment and training related services including:

1. Job referral and placement services.
2. Resource rooms with a wide range of employment and training resources.
3. Career counseling and testing to help assess aptitudes and interests.
4. Internet access for employment and training information.
5. Job Search workshops to help you develop interviewing skills.
6. Résumé writing seminars to help you create an effective résumé and cover letter.

Visit [www.networkri.org](http://www.networkri.org) for a location near you. You can also access many services on the Internet at [www.employri.org](http://www.employri.org).

Equal Opportunity Employer/Program, auxiliary aids and services are available upon request to individuals with disabilities. TTY via RI Relay 711

**RULE 5 Posting of Notices:** (Adopted under Section 28-44-38 of the Employment Security Act and Section 28-41-15 of the Temporary Disability Insurance Act) Every employing unit in the State of Rhode Island shall post and maintain printed notices of such form and design and in such numbers containing such information as the Director, Department of Labor and Training, may determine to be necessary to administer the Employment Security Act and Temporary Disability Insurance Act. Such notices shall be posted in conspicuous places where the workers' services are performed.

## Temporary Disability Insurance Benefits

**Eligible for TDI Benefits** - If you have become ill or injured and meet all of the following requirements, you may be entitled to receive benefits:

1. You are unemployed due to illness, surgery, or injury for a minimum of seven consecutive days or more, and
2. You are under the care of an approved Qualified Health Care Provider and
3. You have a timely exam: an in-office physical exam the week within the calendar week in which the first day of unemployment due to sickness occurs or within the calendar week prior or subsequent thereto.
4. You earned enough qualifying wages during the base period to be monetarily eligible.

**Eligible for Temporary Caregiver Insurance Benefits** - If you are caring for a seriously ill: child, spouse, parent, parent in-law, grandparent, domestic partner, or you are bonding with a newborn child, adopted child or foster child within the first 12 months of parenting; you may be eligible to receive benefits if you meet the following requirements:

1. You are unemployed because you are caring for a seriously ill family member or bonding with a child and
2. You provide the department with the required medical evidence of the seriously ill family member and your need to care for him/her or the required proof of parent child relationship for bonding claims and
3. You earned enough in qualifying wages to be monetarily eligible.

### How to Apply:

Complete a TDI/TCI application. TDI claims must be filed within 90 days of the first week out of work due to illness. The DLT Director may extend this period up to 26 weeks if the individual can show a good medical reason for the delay in filing. TCI claims must be filed within 30 days after the first day of leave is taken for reasons of bonding or caregiving. TDI/TCI application may be obtained online at [www.dlt.ri.gov/tdi](http://www.dlt.ri.gov/tdi). Or call (401) 462-8420, Option #1 to request that an application be mailed to you. For additional information, visit [www.dlt.ri.gov/tdi](http://www.dlt.ri.gov/tdi) or call (401) 462-8420.

NOTE: You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted from your pay by more than one employer. Information may be obtained regarding a refund by calling (401) 574-8700 or writing to the RI Division of Taxation, Employer Tax Section, One Capitol Hill, Suite 36, Providence, RI 02908-5829.

# **Ud. Es Protejido Bajo el Suministro del Acta de la Ley de Seguridad de Empleo y por el Acta de la Ley de Seguridad Temporal por Incapacidad del Estado de RI**

## **BENEFICIOS DEL SEGURO DE DESEMPLERO**

Si queda total o parcialmente desempleado:

1. Presente su solicitud de beneficios con el Departamento de Labor (DLT) en los siete días de la fecha de despido.
2. Usted puede presentar su reclamación en línea en [www.dlt.ri.gov](http://www.dlt.ri.gov) o por teléfono al (401) 243-9100. Por favor visite [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) para horas de operación. Para obtener información adicional, visite [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) o llamar al (401) 243-9100.
3. El lunes es un día de alto volumen de teléfono, puede que prefiera presentar su reclamo más tarde en la semana. Usted necesitará su número de Seguro Social y nombre, dirección y números de teléfono de sus empleadores durante los últimos dos años. Si usted no es ciudadano de EE.UU., se requiere su número de registro de extranjeros
4. Para recoger los beneficios de desempleo, la ley exige que:
  - a. Usted debe estar desempleados por causas ajena a su cuenta
  - b. Usted debe haber ganado los salarios mínimos de calificación, mientras que estaba trabajando,
  - c. Usted debe ser físicamente capaz de trabajar, disponible para trabajar y buscando trabajo activamente, y
  - d. Usted debe registrarse para trabajar con la oficina de netWorkri del Departamento de Trabajo y Entrenamiento.

## **SEGURO TEMPORAL DE BENEFICIOS POR INCAPACIDAD**

Quienés son elegibles a los Beneficios Del TDI? - Si Ud. esta enfermo o lesionado y llena los siguientes requisitos, Ud. tendrá derecho de recibir estos beneficios.

1. Si Ud. esta desempleado por enfermedad o lesionado por siete días consecutivos o más, y
2. Ud. tiene que estar bajo el cuidado de un profesional de medicina calificado, y
3. Su enfermedad o lesión ocurrió en los últimos cincuenta y dos semanas, y
4. Ud. tuvo ganancias salariales suficientes para hacerlo elegible.

Quien es elegible para Seguro de Beneficios de Cuidador Temporal? - Si usted está cuidando de alguien seriamente enfermo, puede ser: Esposo/a, padres, suegros, nietos, compañero doméstico, un bebé recién nacido, adoptado o un niño de crianza, o si se está adaptando con el bebé recién nacido adoptado o hijo de crianza dentro de los primeros 12 meses de ser padres; usted puede ser elegible para recibir beneficios si usted reune los siguientes requisitos:

1. Usted está desempleado porque está cuidando a un miembro de su familia que está seriamente enfermo o si se está adaptando a su bebé y
2. Usted proporcionó al Departamento con evidencia médica requerida de el miembro de su familia seriamente enfermo y usted necesita cuidarlo/a o de la prueba requerida de la relación de padre a hijo para los casos de adaptación y
3. Usted ganó suficientes ganancias de dinero para ser elegible monetariamente.

Cómo Aplicar - Solicite beneficios llenando la solicitud de TDI / TCI. Las reclamaciones de TDI deben presentarse dentro de los 90 días de la primera semana de ausencia de trabajo debido a una enfermedad. El Director de DLT puede extender este período hasta 26 semanas si el individuo puede demostrar una buena razón médica por el retraso en la presentación. Las reclamaciones de TCI deben presentarse dentro de los primeros 30 días después del primer día de ausencia del trabajo debido a la vinculación o cuidado. La solicitud de TDI / TCI se puede obtener en línea en [www.dlt.ri.gov/tdi](http://www.dlt.ri.gov/tdi). O llame al (401) 462-8420, Opción # 1 para solicitar que se le envíe una solicitud por correo. Para información adicional, visite [www.dlt.ri.gov/tdi](http://www.dlt.ri.gov/tdi) o llame al (401) 462-8420. Nota: Ud. puede tener derecho al reembolso de una porción de sus contribuciones; si durante el año las contribuciones del TDI fueron deducidas de sus pagos por más de un empleador. Puede llamar al (401) 574-8700 para más información necesaria sobre este reembolso, o escribiendo a la División de Impuestos de RI, Sección de Impuestos del Empleador: One Capital Hill, ste 36, Providence, RI 02908-5829.

## **SERVICIOS DE EMPLEO Y ENTRENAMIENTO**

Si necesita ayuda para buscar trabajo, el Departamento de Labor Y Entrenamiento ofrece servicios gratuitos relacionados con el empleo y entrenamiento.

1. Servicios de referencias y ubicación de trabajo.
2. Salones equipados con todo tipo de recursos para la búsqueda de trabajo o entrenamiento.
3. Asesoramiento sobre Carreras y exámenes que le ayudaran a medir sus aptitudes e intereses.
4. Acceso al Internet para solicitar información acerca de empleos o información para entrenamiento.
5. Talleres para ayudarlo a desarrollar sus habilidades en las entrevistas con posibles empleadores.
6. Seminarios sobre el desarrollo de su Curriculum escrita y la Carta de presentación que en ella se incluye.

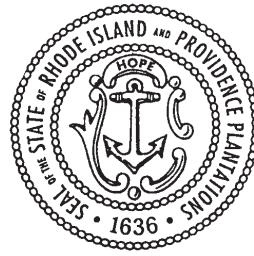
Visite [www.networkri.org](http://www.networkri.org) para escoger un lugar cerca de usted. También puede acceder a muchos servicios en el Internet en [www.employri.org](http://www.employri.org).

**REGLA 5 - PUBLICACIÓN DE AVISOS** - Cada centro de trabajo en el Estado de Rhode Island deberá de colocar este aviso (Sección 28-44-38 del ES Act & 28-41-15 del acto de TDI) y mantener todo aviso impreso en los lugares designados para ello y en cantidad necesaria como sea determinada por el Director del Departamento de Labor y Entrenamiento en razón de administrar el Acta de la ley de Seguridad de empleo y el Acta de la ley del Seguro de Incapacidad Temporal. Tales avisos serán colocados en lugares visibles, dentro del centro laboral donde los empleados trabajan.

Visite [www.networkri.org](http://www.networkri.org)  
para encontrar un centro de  
carrera cerca de usted.

# Attention Employees

## MINIMUM WAGE - RHODE ISLAND Effective January 1, 2018



THIS LAW PROVIDES.....

### HOURLY MINIMUM WAGE FOR ALL EMPLOYEES

**EXCEPT:** Full time students under 19 years of age working in a non-profit religious, educational, librarial or community services organization.

Minors 14 and 15 years of age working not more than 24 hours in a week

**\$10.10**  
as of 1/1/18

**\$9.09**  
(90% of Minimum Wage)

**\$7.58**  
(75% of Minimum Wage)

Employees receiving gratuities (as of Jan. 1, 2017):

**\$3.89**

### OVERTIME PAY

At least 1 1/2 times your regular rate of pay for all hours worked over 40 in any one work week.

Note: The law contains exemptions from the minimum wage and/or overtime pay requirements for certain occupations or establishments.

\*Learners and Handicapped workers may be paid less than the applicable minimum but only under certificate issued at the discretion of the Director of Labor and Training.

### MANDATORY NURSE OVERTIME

Pursuant to RI Law §23-17.20-1 et. seq., a hospital may not require certain nurses and certified nurse assistants to work overtime except in an unforeseeable emergent circumstance.

### MINIMUM SHIFT HOURS

Employees requested or permitted to report for duty at the beginning of a work shift must be provided with 3 hours work or 3 hours wages. Retail establishment employees must be provided with 4 hours work on Sundays and Holidays.

### CHILD LABOR

Employees must be at least 16 years old to work in most nonfarm jobs and 18 to work in nonfarm jobs declared hazardous by the U.S. Secretary of Labor. Youths 14 and 15 may work, with a special permit issued by local school officials, in various jobs outside school hours under certain conditions. Different rules apply to agriculture employment.

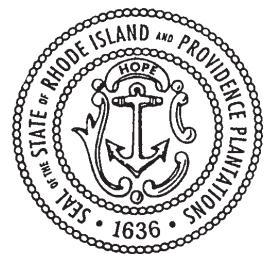
For more information on the Rhode Island Minimum Wage Law  
Call (401) 462-WAGE (9243) or visit [www.dlt.ri.gov/ls](http://www.dlt.ri.gov/ls)  
**Labor Standards Unit**  
**Rhode Island Department of Labor and Training**

DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 711

DLT - L - 58 (Rev. 01/18)

# Atención Empleados

## SALARIO MÍNIMO - RHODE ISLAND EFECTIVO ENERO 1, 2018



Esta ley indica.....

### SALARIO MÍNIMO PARA TODOS LOS EMPLEADOS

**EXCEPCIÓN:** Estudiantes a tiempo completo menores de 19 años de edad que trabajen en una organización sin fines de lucro com religioso, educativo, biblioteca o una organización de servicios comunitarios

Menores de 14 y 15 años de edad que trabajen no más de 24 horas a la semana

Los empleados que reciben propinas (A partir del 1 de enero de 2017):

**\$10.10**  
en fecha 1/1/18

**\$9.09**  
(90% del salario mínimo)

**\$7.58**  
(75% del salario mínimo)

**\$3.89**

**Pago Por Horas Extras** - Por lo menos tiempo y medio de la tarifa regular debe ser pagada por cada hora trabajada, después de 40 horas, en una semana trabajada. Nota: la ley contiene excepciones desde el salario mínimo y el requerimiento de pago por tiempo extra, por decir con certeza ocupaciones y establecimientos. Estudiantes y trabajadores descapacitados talvez puedan ser pagada por debajo del salario mínimo, pero solo emitiendo un certificado a la discreción del Director de Labor y Training.

**Tiempo extras obligatorio Para las enfermeras** - Persuadiendo R.I.G.L. §23-17.20-1 et. seq., los Hospitales talvez no sea un requerimiento que las enfermeras certificadas acudan a trabajar tiempo extras con excepcion por un cumplimiento o circunstancias por emergencias.

**Horas minimas en un horario** - Cualquier empleado que se le permita presentarse a su deber de trabajo al comienzo de su horario se le tiene que proporcionar 3 horas de trabajo ó 3 horas de salarios. Empleados que trabajen en establecimientos de ventas deben de proporcionarle 4 horas de trabajo los Domingos y los dias Feriados.

**Trabajo Para Menores** - Deben de tener por o menos 16 años de edad para trabajar en la mayoría de empleos que no sean agrícolas: tener 18 años de edad por lo menos para ser empleados en trabajos que no sean agrícolas pero considerados trabajos peligrosos por la Secretaria de Labor de los Estados Unidos. Los jovencitos de 14 y 15 años de edad pueden trabajar con un permiso especial dado por la escuela local. Hay permisos oficiales para diferentes trabajos fuera de las horas escolares bajo ciertas condiciones. Existen diferentes reglamentos que se aplican a los trabajos agrícolas.

**Hacer cumplir** - El Departamento de Labor y Entrenamiento de RI puede tomar acción criminal, en contra de cualquier empleador que tenga deficiente salarios contra un empleado y puede haber una penalidad hasta de \$500.00, ó una condena en la cárcel hasta 90 dias. Por cada semana que el empleador falle y no pague los salarios debidos, contribuye a una violación separada.

Cualquier empleador que esconda ó retrase el Director (a), un representante autorizado (a) hara cumplir la ley, negarse ó admitir al Director, ó ser el representante de cualquier Lugar de empleo; fallar de hacerlo, mantenerlo, mantener cualquier documento requerido. Falsificar documentos, reusarse a hacer un documento accesible al Director, ó ver al representante demandante, reusarse a terminar de ver la declaración de dicho documento ó cualquier otra información usada adecuadamente en el cumplimiento de la ley. Puede estimar en violación de la ley, y una multa de hasta \$500.00. Por cada dia que ocurra una violación esto contribuye a una violación separada.

**La Ley Exige a los Empleadores este Aviso Sea Exhibido Donde Los Trabajadores Puedan Verlo en el Centro De Trabajo**

PARA MÁS INFORMACIÓN ACERCA DE LA LEY DEL SALARIO MÍNIMO DE RHODE ISLAND

Llame al (401) 462-WAGE (9243); [www.dlt.ri.gov/ls](http://www.dlt.ri.gov/ls)

DIVISIÓN DE LOS REGLAMENTOS DE LABOR Y TRABAJO,  
DEPARTAMENTO DE LABOR Y ENTRENAMIENTO DE RI

DLT esta en el programa/empleador de igualdad de oportunidades, ayudas auxiliares y hay servicios disponibles para personas incapacitadas que asi lo soliciten. TTY via RI Relay 711

DLT - L - 58 (Rev.1/18)



# NOTICE TO EMPLOYEES RHODE ISLAND PARENTAL & FAMILY MEDICAL LEAVE ACT

This Notice is to provide you with information on the "Rhode Island Parental and Family Medical Leave Act", which requires that employers of 50 or more employees grant an unpaid leave of absence, upon the request of an eligible employee, for 13 consecutive weeks in any two calendar years, under certain conditions.

## **Employees Eligible**

Employees are eligible to apply for leave if they are full-time employees who work an average of 30 hours a week or more and have been employed continuously for at least 12 months.

## **Purpose of Leave**

The leave required to be provided under the Act must be for one or more of the following reasons:

- (1) Birth of a child of an employee.
- (2) Placement of a child 16 years of age or less with an employee in connection with the adoption of such child by the employee.
- (3) "Serious illness" of the employee or the employee's parent, spouse, child, mother-in-law or father-in-law. (Serious illness is defined to mean a disabling physical or mental illness, injury, impairment or condition that involves in-patient care in a hospital, nursing home, or hospice, or out-patient care requiring continuing treatment or supervision by a health care provider.)

## **Requests for Leave**

In order to be entitled to the leave, the employee must give at least 30 days notice of the intended date upon which the requested leave is to commence and terminate, unless prevented by medical emergency from doing so. Employees may be requested to provide written certification from a physician caring for the person who is the reason for the leave request, which certification shall specify the probable duration of the requested leave.

## **School Involvement Leave**

An employee who has been employed for 12 consecutive months is entitled to 10 hours of leave during any 12 month period to attend school conferences or other school-related activities for a child of whom the employee is the parent, foster parent, or guardian. A notice of 24 hours prior to the leave must be given to the employer by the employee. The leave is not required to be paid; except an employee may substitute any accrued paid vacation leave or other appropriate paid leave.

## **Use of Sick Leave by Adoptive Parent**

Any employer who allows sick time or sick leave of an employee to be used after the birth of a child shall allow the same time to be used for the placement of a child 16 years of age or less with an employee in connection with the adoption of the child by the employee.

## **Continuation of Health Benefits**

Prior to the commencement of leave, the employee must pay his employer a sum equal to the premium required to maintain the employee's health benefits in force during the period of leave, which sum is required to be returned to the employee within 10 days following return to work.

## **Return From Leave**

Employees who are granted leave under the Act are entitled to be restored to the position held when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay and other terms and conditions of employment, including all fringe benefits and service credits that the employee had been entitled to at the commencement of the leave.

## **Prohibited Acts**

The Act makes it unlawful for any employer to interface with, restrain, or deny employees the rights provided under the Act. Any discrimination or disciplinary action taken against an employee for exercising his rights under the Act, or for opposing any practice made unlawful by the Act, is also prohibited.

## **Enforcement**

Alleged violations of the Act may be complained of (1) in a civil action brought by an employee, (2) by a complaint filed with the Director of Labor and Training of the State of Rhode Island. Civil penalties are provided for violations of the Act or any order issued by the Director of Labor and Training.

# EL ACTA DE LA LEY DE RHODE ISLAND PARA PERMISO TEMPORAL POR RAZONES PATERNAS O DE ENFERMEDAD DE UN FAMILIAR

Este anuncio contiene información necesaria sobre “El Acto de la ley de Rhode Island de permiso por razones paternas o por enfermedad de un familiar”, el cual requiere que los empleadores que tienen 50 o más empleados, cumplan con conceder un permiso de ausencia temporal del trabajo sin pago alguno, cuando el empleado lo solicite y siempre y cuando sea elegible, por 13 semanas consecutivas en cualquiera de los dos años, bajo ciertas condiciones.

**Empleados Elegibles** - Son elegibles los empleados que solicitan permiso, siempre y cuando sean empleados a tiempo completo, que trabajen un promedio de 30 horas semanales o más y que hayan estado empleados continuamente por lo menos 12 meses.

**Propósito del Permiso** - Para que el empleado pueda recibir el permiso de acuerdo a la ley, debe de estar basada en las siguientes razones:

1. El nacimiento de su hijo (a).
2. Para reubicar a un menor de 16 años por motivo de adopción por el empleado.
3. “Una enfermedad grave” del empleado o un familiar como: padres, esposa (o), hijos, suegros.(Se define enfermedad grave a la incapacidad física o mental, que la condición de la enfermedad implica el cuidado del paciente en el hospital, clínica de reposo, hospicio o en su hogar pero que requiere un tratamiento continuo o la supervisión por una persona con certificado oficial del Departamento de Salud.)

**Solicitud Para Permiso** - Para tener derecho a un permiso de ausencia en el trabajo el empleado debe de solicitarlo por lo menos 30 días antes de la fecha prevista con indicación específica de las fechas solicitadas, a menos que sea una emergencia médica. Los empleados deben de suministrar un certificado médico de la persona por la cual solicita el permiso, ese certificado debe de especificar el tiempo requerido.

**Permiso Relacionado Con la Escuela** - Todo empleado que ha permanecido 12 meses consecutivos en su trabajo, tiene derecho a 10 horas para ser usadas como ausencia del trabajo por motivo de la escuela de sus hijos, ya sean estas conferencias o actividades en la escuela, estan incluidos padres, padrastros, padres adoptivos o empleados que tengan tutela legal de un niño (a). Este debera de avisar a su empleador 24 horas antes de su salida. Este tiempo no tiene que ser pagado, pero el empleado podria usar el tiempo acumulado de vacaciones o otros pagos relacionados para el permiso solicitado.

**Permiso de Enfermedad de Padres Adoptivos** - Cualquier empleador que da a su trabajador tiempo por enfermedad o salida por enfermedad para ser usado después de que nace un niño debe de otorgar el mismo tiempo a otro empleado que lo solicite para la reubicación de un niño de 16 años o menor para los fines de adopción que tenga dicho empleado.

**La Continuación de Los Beneficios del Seguro Médico** - Antes de inicio de su salida, el empleado tendra que pagar a su empleador la suma equivalente para la continuación de los beneficios médicos durante el tiempo de ausencia, esta suma se devolvera al empleado en un plazo de 10 días después que el empleado haya regresado a su trabajo.

**Retorno Despues de Una Ausencia** - A todo empleado que haya salido con permiso se le retornara su posición anterior o un equivalente a su trabajo anterior incluyendo su antiguedad, categoría en el trabajo, beneficios, pagos y otros terminos y condiciones de empleo, incluyendo todos los beneficios complementarios y servicios de crédito que el empleado tenía antes de salir con permiso.

**Prohibido Por Ley** - La ley prohíbe que el empleador se entrometiese, refrene o niegue los derechos proporcionados por la ley al empleado. Cualquier discriminación o acción disciplinaria contra el empleado por haber ejercido sus derechos dentro de la ley o cualquier tipo de opocisión es considerada ilegal y por lo tanto prohibida.

**El Cumplimiento de la Lay** - Quejas sobre supuestas violaciones en contra de esta ley podran hacerse, (1) El empleado podra tomar una acción civil en contra del empleador, (2) Queja presentada por escrito al Director de Labor y Entrenamiento del Estado de Rhode Island. Existen penalidades civiles que se otorgan a todo aquel que viole la ley u otra orden dada por el Director de Labor y Entrenamiento.

# **Ignoring This Poster Can Be Hazardous To Your Health**

Under the Rhode Island Right-to Know Law, your employer must tell you about the dangers of any hazardous substances in your workplace.

## **You have a right to know:**

- the common name or trade names of the substance, including the chemical name;
- the level at which exposure to the substance is hazardous, if known;
- the effects and symptoms of exposure at hazardous levels;
- the potential for flammability, explosion, and reactivity of the substance;
- appropriate emergency treatment;
- proper procedures for the safe use of and exposure to the substance;
- proper protective equipment for safe use; and
- procedures for clean-up of leaks and spills.

Your employer must provide you with the above information. If he or she has not, make sure you ask about it. Your company representative is:

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The Right-to-Know Law was created to protect you. For more information about your rights under the Hazardous Substances Right-to-Know Law, contact the R.I. Department of Labor and Training at (401) 462-8570, option #4.

**“Because not knowing about the hazardous substances you work with is the greatest hazard of all.”**

**THIS POSTER MUST BE DISPLAYED IN A CONSPICUOUS LOCATION IN THE WORKPLACE.**  
DLT-L-47 The RI Right-To-Know Law (Rev. 4/2008)



The Rhode Island  
**R I G H T - T O - K N O W**  
**LAW**

# **DERECHO A SABER**

## **Ignorar Este Aviso Puede Poner En Peligro Su Salud**

**Bajo la Ley sobre el derecho de ser informado de Rhode island, es deber del empleador darle información acerca del peligro de ciertas sustancias peligrosas en su centro de trabajo.**

### **Ud tiene el derecho a saber:**

- Los nombres usados comercialmente para dichas sustancias, incluyendos los nombres quimicos de tales;
- el nivel de peligro que por dicha exposición podria causarle, Si son conocidos los síntomas
- efectos a la exposición en sus diferentes niveles de peligro;
- la posible amenaza por inflamación, explosión y reactividad de la sustancia;
- tratamiento de emergencia apropiado;
- procedimientos precisos de seguridad para su uso y exposición de dichas sustancias peligrosas;
- equipo apropiado de seguridad para su uso;
- y procedimientos específicos para limpiar cuando dichas sustancias son derramadas, se filtran o gotean.

Su empleador debe de proporcionarle a Ud. esta información ya mencionada. Si no lo ha hecho, asegurese Ud. de solicitarla. El representante de su compañía es \_\_\_\_\_

**La ley del Derecho de Saber o Conocer fue creada para protegerlo.** Para mayor información de sus derechos de la Ley de Saber o Conocer los peligros de ciertas sustancias peligrosas, comuníquese con el Departamento de Labor y Trabajo al (401) 462-8570, opción #4.

“Porque ignorar acerca de estas sustancias peligrosas con las cuales Ud. trabaja es lo más peligroso que puede pasarle.”

# **SEXUAL HARASSMENT IS AGAINST THE LAW**



Sexual harassment occurs when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment is a violation of state and federal laws.

## **Report incidents of harassment to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Sexual harassment is a form of discrimination that occurs when an individual makes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature against his or her wishes.

The harasser can be

- supervisor
- an agent of the employer
- a supervisor in another area
- a co-worker
- a non-employee
- the same sex as the victim

The prohibition against sexual harassment does not only apply to employers. It also applies to labor organizations, employment agencies, and to individuals who aid and abet an unlawful employment practice.

**If you believe you are or have been  
the victim of sexual harassment,  
contact:**

**RHODE ISLAND COMMISSION  
FOR HUMAN RIGHTS**  
**180 Westminster Street, Third Floor**  
**Providence, RI 02903**  
**401-222-2661**  
**TDD: 401-222-2664**  
**Fax: 401-222-2616**  
**[www.richr.ri.gov](http://www.richr.ri.gov)**

# The Rhode Island Whistleblowers' Protection Act

## Rhode Island General Law Chapter 28-50

**§ 28-50-1 Short title.** – This chapter may be cited as the “Rhode Island Whistleblowers’ Protection Act”.

**§ 28-50-2 Definitions.** – As used in this chapter:

- (1) “Employee” means a person employed by any employer, and shall include, but not be limited to, at-will employees, contract employees, and independent contractors.
- (2) “Employer” means any person, partnership, association, sole proprietorship, corporation or other business entity, including any department, agency, commission, committee, board, council, bureau, or authority or any subdivision of them in state or municipal government. One shall employ another if services are performed for wages or under any contract of hire, written or oral, express or implied.
- (3) “Person” means an individual, sole proprietorship, partnership, corporation, association, or any other legal entity.
- (4) “Public body” means all of the following:
  - (i) A state officer, employee, agency, department, division, bureau, board, commission, council, authority, or other body in the executive branch of state government;
  - (ii) An agency, board, commission, council, member, or employee of the legislative branch of state government;
  - (iii) A county, city, town, or regional governing body, a council, school district, or a board, department, commission, agency, or any member or employee of the entity;
  - (iv) Any other body which is created by state or local authority or which is primarily funded by or through state or local authority, or any member or employee of that body;
  - (v) A law enforcement agency or any member or employee of a law enforcement agency;
  - (vi) The judiciary and any member or employee of the judiciary;
  - (vii) Any federal agency.

(5) “Supervisor” means any individual to whom an employer has given the authority to direct and control the work performance of the affected employee or any individual who has the authority to take corrective action regarding the violation of a law, rule or regulation about which the employee complains.

**§ 28-50-3 Protection.** – An employer shall not discharge, threaten, or otherwise discriminate against an employee regarding the employee’s compensation, terms, conditions, location, or privileges of employment:

- (1) Because the employee, or a person acting on behalf of the employee, reports or is about to report to a public body, verbally or in writing, a violation which the employee knows or reasonably believes has occurred or is about to occur, of a law or regulation or rule promulgated under the law of this state, a political subdivision of this state, or the United States, unless the employee knows or has reason to know that the report is false, or
- (2) Because an employee is requested by a public body to participate in an investigation, hearing, or inquiry held by that public body, or a court action, or
- (3) Because an employee refuses to violate or assist in violating federal, state or local law, rule or regulation, or
- (4) Because the employee reports verbally or in writing to the employer or to the employee’s supervisor a violation, which the employee knows or reasonably believes has occurred or is about to occur, of a law or regulation or rule promulgated under the laws of this state, a political subdivision of this state, or the United States, unless the employee knows or has reason to know that the report is false. Provided, that if the report is verbally made, the employee must establish by clear and convincing evidence that such report was made.

**§ 28-50-4 Relief and damages.** – (a) A person who alleges a violation of this act may bring a civil action for appropriate injunctive relief, or actual damages, or both within three (3) years after the occurrence of the alleged violation of this chapter.

(b) An action commenced pursuant to subsection 4(a) of this section may be brought in the superior court for the county where the alleged violation occurred, the county where the complainant resides, or the county where the person against whom the civil complaint is filed resides or has their principal place of business.

(c) As used in subsection (a) of this section, “damages” means damages for injury or loss caused by each violation of this chapter.

**§ 28-50-5 Reinstatement.** – A court, in rendering a judgment in an action brought under this act, shall order, as the court considers appropriate, reinstatement of the employee, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. A court may also award the complainant all or a portion of the costs of litigation, including attorneys fees if the court determines that the award is appropriate.

**§ 28-50-6 Collective bargaining.** – This chapter shall not be construed to diminish or impair the rights of a person under any collective bargaining agreement.

**§ 28-50-7 Exemption.** – This chapter shall not be construed to require an employer to compensate an employee for participation in an investigation, hearing or inquiry held by a public body in accordance with § 28-50-3.

**§ 28-50-8 Notices posted.** – An employer shall post notices and use other appropriate means to keep his or her employees informed of their protections and obligations under this chapter.

**§ 28-50-9 Severability.** – If any provision of this chapter or the application to any person or circumstances is held invalid or unconstitutional, the invalidity or unconstitutionality shall not affect other provisions or applications of this act which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this chapter are declared to be severable.

# Rhode Island Child Labor Laws

## What You Should Know

Both Rhode Island State and Federal laws regulate the employment of minors. These laws were written to protect younger workers from long hours and hazardous jobs.

By following the laws, younger workers can **EARN SAFELY** and **GAIN EXPERIENCE!**

### You must be 14 years old to work legally in Rhode Island

#### Jobs in which youth CAN be employed include:

- ✓ Office and Clerical Work
- ✓ Retail and Sales
- ✓ Advertising
- ✓ Price Marketing and Tagging
- ✓ Bagging and Carrying Out Orders
- ✓ Errand and Delivery Work
- ✓ Cleanup Work
- ✓ Ground Maintenance
- ✓ Kitchen Work and Wait Staff
- ✓ and more

You MUST have a  
**Special Limited  
Permit to Work**  
form to be employed  
if you're 14-15



#### Jobs in which youth CANNOT be employed include:

- ✗ Manufacturing Various Products
- ✗ Mining
- ✗ Logging and Sawmilling
- ✗ Wrecking Demolition and Shipbreaking
- ✗ Any job requiring Operating
- ✗ Power-driven Machines
- ✗ Roofing
- ✗ Excavating
- ✗ and more



You MAY need a  
**Certificate of Age** form  
to be employed  
if you're 16-17

#### To Get Working Papers:

Visit your local school department  
with proof of your age  
(Birth or Baptismal Certificate, Driver's  
License, Passport, School Records)

They will issue your **Certificate of  
Age** or **Special Limited Permit to  
Work** form depending on your age

#### Hours that Youth CAN Work:

- ✓ Up to but not exceeding 48 hours per week / 9 hours per day for 16-17 year olds; Up to but not exceeding 40 hours per week/8 hours per day for 14-15 year olds
- ✓ Not before 6:00 AM or after 11:30 PM on School Days, or after 1:30 AM the night before a school day for 16-17 year olds. There is no curfew for non-students. Not before 6:00 AM or after 7:00 PM for 14-15 year olds. The curfew is 9:00 PM during school vacations.
- ✓ Must have an 8-hour rest between the end of one shift and the start of the next shift



#### For More Information:



Rhode Island Department of Labor and Training  
**Labor Standards (Wage and Hour) Unit**

Phone: (401) 462-8550 | Fax: (401) 462-8530

Web: [www.dlt.ri.gov/ls/childlabor.htm](http://www.dlt.ri.gov/ls/childlabor.htm) | E-mail: [DLT.laborstandards@dlt.ri.gov](mailto:DLT.laborstandards@dlt.ri.gov)

**For Federal Information:** US Department of Labor, Wage and Hour | Phone: (866) 4US-WAGE | Web: [www.youthrules.gov](http://www.youthrules.gov)

# IT IS ILLEGAL TO SMOKE IN THIS ESTABLISHMENT



PURSUANT TO R.I. GEN. LAWS § 23-20.10-7

To report a violation call  
**Rhode Island Department of Health: 401-222-3293**



Rhode Island Department of Health

# ESTA PROHIBIDO FUMAR EN ESTE ESTABLECIMIENTO



**DE ACUERDO CON LAS LEYES GENERALES DEL  
ESTADO DE RHODE ISLAND § 23-20.10-7**

**Para denunciar cualquier violación llame al  
Departamento de Salud de Rhode Island al: 401-222-3293**



Departmento de Salud de Rhode Island

## **PREVAILING WAGE**

# **Working on State or Municipal-Financed Construction Projects?**

**Prevailing Wage** - Workers must not be paid less than the Davis Bacon wage rate for each trade listed on the Wage Determination schedule posted with this notice.

**Overtime** - Overtime rate applies when working over 8 hours a day or 40 hours a week.

**Apprentices** - Apprentice rates apply only to apprentices properly registered under approved state apprenticeship programs.

**Proper Pay** - Workers who do not receive proper pay may file a complaint with the RI Dept. of Labor and Training; claims will be investigated by the department. You may contact the Prevailing Wage Unit at (401) 462-8580, option #7 for additional information. In addition, please note that RI Law 37-13-17 also provides for a private right of action to collect wages and benefits.



## Salarios Prevaleciente

## Horas Extras

## Aprendices

## El Pago Apropiado

# Aviso a los Empleados

## ¿Trabaja en proyectos de construcción financiados por el estado o el municipio?

A usted no se le debe pagar menos de lo que marca la tasa de salarios Davis Bacon por cada uno de los oficios nombrados en la tabla de determinación publicada con este aviso.

Las tasas de horas extras aplican cuando se trabaja más de 8 horas al día durante una semana de 40 horas.

Las tasas para aprendices aplican solo a los aprendices debidamente matriculados en los programas de aprendizaje aprobados por el estado.

Si usted no recibe un pago adecuado, usted puede presentar una queja ante el Departamento de Trabajo y Entrenamiento de RI y su reclamación será investigada por el departamento. Para más información, comuníquese con la Unidad de Salarios Prevalecientes (Prevailing Wages) al (401) 462-8580 opción # 6 en español. Además, por favor tome en cuenta que la Ley de RI 37-13-17 también estipula que existe el derecho privado para entablar una demanda para cobrar sus salarios y beneficios.

### Rhode Island Department of Labor and Training

John O. Pastore Center

1511 Pontiac Avenue, Cranston, RI 02920-4407

[www.dlt.ri.gov/pw](http://www.dlt.ri.gov/pw)

TDD (401) 462-8006

The Department of Labor and Training asegura Igualdad y Oportunidad de empleo y proveen servicios de empleo y entrenamiento. Si lo requiere, diferentes servicios (ayudantes auxiliares) están disponible para personas con incapacidades.

Rev. 01/2018

**NOTICE OF RIGHT TO BE FREE FROM DISCRIMINATION  
BECAUSE OF PREGNANCY, CHILDBIRTH AND RELATED CONDITIONS**

State law protects employees and applicants from discrimination based on pregnancy, childbirth and related conditions. Federal law provides similar protections.

Employees and applicants have the right under state law to request a reasonable accommodation for conditions related to pregnancy, childbirth and related conditions such as the need to express breast milk for a nursing child. This workplace may not:

- refuse to grant you the reasonable accommodation unless it would create an undue hardship on this employer's enterprise, business or program;
- require you to take a leave if another reasonable accommodation can be granted; or
- deny you employment opportunities based on a refusal to provide a reasonable accommodation.

If you want to request a reasonable accommodation, or if you have been discriminated against based on pregnancy, childbirth or related condition, please contact one of the following staff members:

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Name

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Name

---

Phone Number

---

Phone Number

---

Email address

---

Email address

---

Address

---

Address

If you have been the victim of discrimination based on pregnancy, childbirth or related conditions and/or denial of a reasonable accommodation, contact:

**Rhode Island Commission for Human Rights  
180 Westminster Street, 3rd Floor  
Providence, RI 02903  
{401) 222-2661  
TTY: 401-222-2664  
[www.richr.ri.gov](http://www.richr.ri.gov)**

RICHR/July 2015

## **HEALTHY AND SAFE FAMILIES and WORKPLACES ACT**

Pursuant to RI General Law §28-57, you are entitled to sick and safe leave to address your own health and safety needs as well as those of your family. This leave may or may not be paid depending on the size of your employer and other factors as detailed in the law.

Visit [www.dlt.ri.gov/wrs](http://www.dlt.ri.gov/wrs) or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

## **LEY DE TRABAJO PARA FAMILIAS SANAS Y SEGURAS**

Conforme a la Ley General de RI 28-57, usted tiene derecho a una licencia por enfermedad y seguridad para abordar sus propias necesidades de salud y seguridad, así como las de su familia. Esta licencia puede ser o no ser pagada dependiendo del tamaño del empleador y otros factores detallados en la ley. Visite [www.dlt.ri.gov/wrs](http://www.dlt.ri.gov/wrs) o por teléfono al (401) 462-9243 para más información (Rev. 1/2018)

## BAN-THE-BOX

Pursuant to RI General Law §28-6.14-1, it is unlawful for an employer to include on a job application any questions regarding whether an applicant has ever been arrested, charged with or convicted of any crime. Limited exceptions exist for law enforcement agencies and related positions. Employers in violation of this law may be fined between \$100-\$500 per offense.

Visit [www.dlt.ri.gov/lis](http://www.dlt.ri.gov/lis) or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

## PROHIBIR EL BUZÓN

Conforme a la Ley General 28-6-14-1, Es ilegal para un empleador incluir en una aplicación de empleo cualquier pregunta con respecto a si un solicitante ha sido arrestado, acusado o condenado en cualquier momento. Existen excepciones limitadas para agencias del orden público y puestos relacionados. Empleadores en violación de esta ley pueden ser multados entre \$100-\$500 por ofensa.

Visite [www.dlt.ri.gov](http://www.dlt.ri.gov) o por teléfono (401) 462-9243 para más información.

(Rev. 1/2018)

# Rhode Island's Sick and Safe Leave



As of July 1, 2018, most RI employees have the legal right to earn sick and safe leave from work per RI General Laws § 28-57.

## Notice of Employee Rights

### What is sick and safe leave?

The **Healthy and Safe Families and Workplaces Act** gives Rhode Island employees the right to take time off from work to care for themselves when they are too sick to work, are injured or have a routine medical appointment. They may also use earned leave to deal with the impact of domestic violence, sexual assault or stalking. In addition, they may use earned leave to assist their child, spouse, domestic partner or other member of their household for the same purposes.

### Who qualifies to earn leave?

Most part-time, full-time, seasonal, temporary or other employees who **work in Rhode Island more than in any other state**, with the following exceptions:

- Employees of local municipalities, state and federal governments and other public entities.
- Per diem nurses who:
  - work at health care facilities;
  - are under no obligation to work a regular schedule; and
  - receive higher pay than others who work a regular schedule while performing the same job.

### Is it paid or unpaid?

Employers with 18 or more employees must provide paid sick and safe leave. Employers with 17 or fewer employees must provide earned sick and safe leave, but it does not need to be paid.

### Can employers have different earned leave policies?

Yes, as long as the policy provides the same benefits and protections that the law requires **or better**.

### How is leave earned?

Employees may earn sick/safe leave:

- based on employer's policy, **or**;
- under this act, they are entitled to earn at least one hour of sick/safe leave for every 35 hours worked.

Full-time employees may earn and use up to:

- 24 hours in 2018;
- 32 hours in 2019;
- 40 hours per year thereafter.

*Once annual cap is reached, accrual stops. Employers may elect to offer more.*

Time starts accruing right away (July 1, 2018 or the first day of employment, whichever is later).

Potential waiting periods to use earned leave are:

- 90-days for new employees;
- 180-days for temporary employees; and,
- 150-days for seasonal employees.

### Must notice be given?

If the reason for leave has been planned at least 24 hours in advance, the employee must provide notice. In emergencies, notice must be provided as soon as reasonably possible. Except where impacted by the RI Food Code, employers **cannot ask the reason** for expending leave and are required by law to maintain employee confidentiality.

### How may it be used?

Sick/safe leave shall be used at the employee's discretion, with the following considerations:

- Employers can impose a minimum block of time, but that block cannot exceed four hours. (Example, the employer might deny using leave in 30-minute increments, but cannot demand that more than four hours be used at one time.)
- Sick/safe leave cannot be used as an excuse for being late.
- An absence for more than three consecutive work days may require documentation.
- Fraudulent misuse of leave may result in disciplinary action, including termination of employment.

### No retaliation.

Employers may not take adverse action against an employee for attempting to exercise their legal right to use earned sick/safe leave. Examples include: denying the use of time, giving undesirable assignments, reducing work hours or demotion.

### Still have questions?

The RI Department of Labor and Training has answers. To learn more, or to report suspected violations of the **Healthy and Safe Families and Workplaces Act**, call (401) 462-8550, email DLT.LaborStandards@dlt.ri.gov or go to: [www.dlt.ri.gov/ls/HSFWact.htm](http://www.dlt.ri.gov/ls/HSFWact.htm)



RI Department of Labor and Training, 1511 Pontiac Avenue, Cranston, RI 02920  
TTY via RI Relay 711 | Auxiliary aids and services available upon request.

Rev. 6/26/18