

Employer Responsibilities and Best Practices

What are my responsibilities under the TCI law?

- Employers are required by law to post notification of TDI and TCI. Below is a poster you may use: <http://www.dlt.ri.gov/lmi/pdf/uitdiposter.pdf>
- Or you may request one from the DLT: <http://www.dlt.ri.gov/lmi/business/post.htm>
- By law, upon returning from TCI leave, employers are required to offer the employee their same job or a comparable position, with the equivalent seniority status, employment benefits, pay, and other terms and conditions, including fringe benefits.
- Information about TCI can be found on page 16 of the Employers' Handbook on the RI DLT website: <http://www.dlt.ri.gov/lmi/pdf/eh/emphand.pdf>

What are “best practices” that enhance my responsibilities?

While you are required to post notification, it may be overlooked or not readily available, and your employees will do better with more information.

- Consider thoroughly training your Human Resources personnel on the requirements of TCI so they will be able to reach out to employees who have caregiving needs.
- Having more informed HR practices can lead to better compliance by employees about their responsibility to give employers 30 days notice of leave, whenever possible.
- Consider adapting your current policies about employee leaves to be compatible with TCI. For instance, you may want to develop your own policies about whether TCI leave can be taken concurrently or consecutively with other leaves such as RI's Parental FMLA (RIPFMLA), or your own employer-provided leave options. This site provides a better understanding of Rhode Island maternity leave laws: <https://www.growingfamilybenefits.com/rhode-island-maternity-leave-laws/#sthash.gPfbxtl3.dpbs>
- Consider including TCI deductions as a separate category on paystubs so that employees will have weekly or biweekly reminders about the program, and become aware that they pay for these benefits.
- Monitor the “climate” in your workplace to ensure that there are no spoken or unspoken negative messages about using TCI from top management, supervisors, Human Resources, or co-workers.
- Create a “culture of coverage” in your organization. Over time, almost all employees will have serious caregiving needs. What goes around comes around! Show your employees through your policies and practices that you all will help each other out during these expectable life circumstances
- Consider creating your own policies or practices that give returning employees the option to transition back to work gradually. It is difficult for many employees to come back to full-time work immediately after a caregiving or bonding leave.
- The TCI 60% partial wage replacement can ease the burden on employers who don't feel able to provide their own paid leave policy. Consider supplementing TCI by contributing some or all of the remaining 40% wage replacement. When employees don't have to worry about the decrease in income during their leaves, they're better able to use their leaves to reorganize their lives to become effective workers and effective caregivers.