



Job Aid: Student Employees and Sick Time

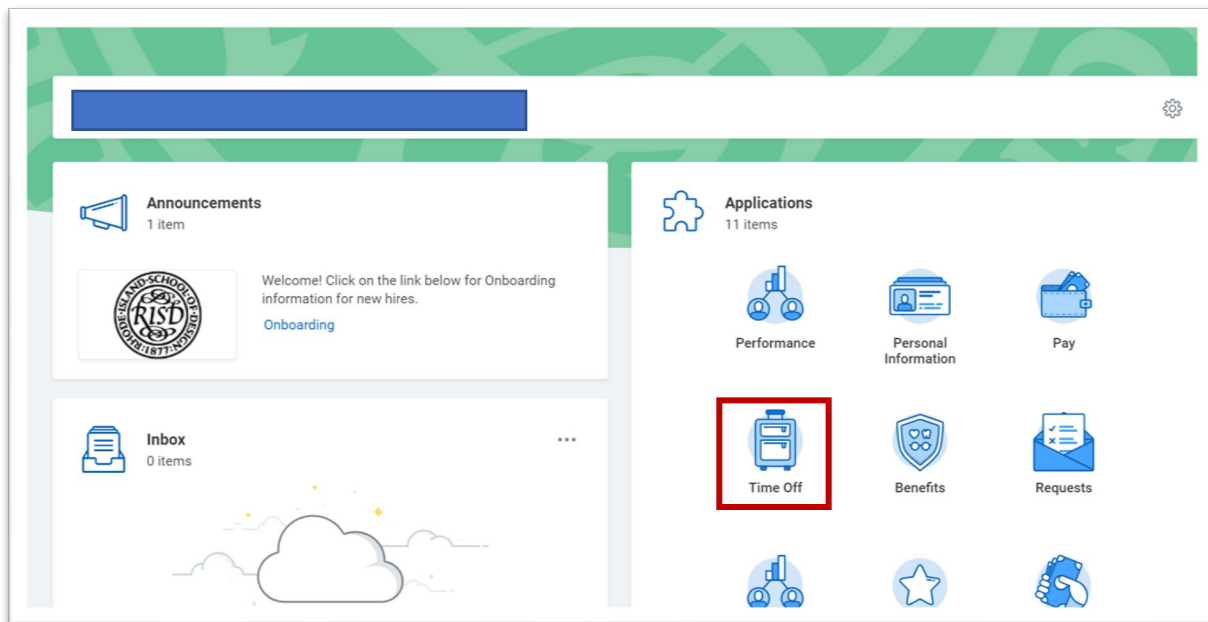
Student workers earn sick time based on hours worked accruing .0286 for every hour paid, the equivalent of 1 hour of sick time for every 35 hours worked. This time is accrued throughout the student's time at RISD.

Sick leave will be paid at the Student Employee's normal hourly rate at the time the leave is taken.

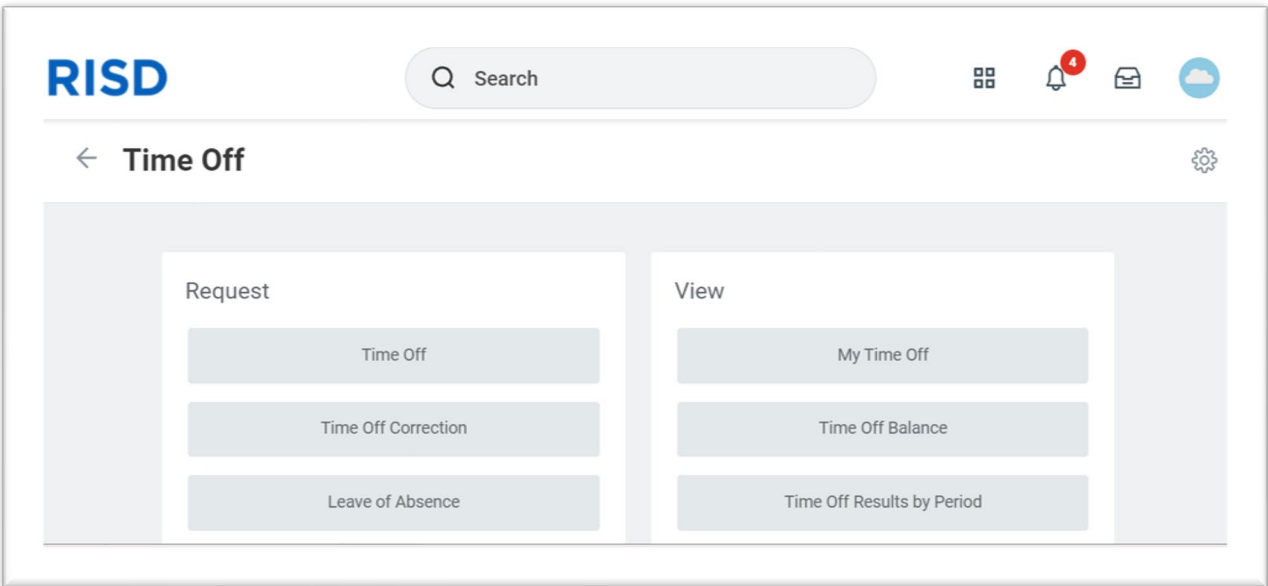
If the reason for the sick leave is foreseeable, the Student Employee must provide at least seven (7) days advance notice to their supervisor, or if the leave is not foreseeable, the Student Employee must provide as much notice as is practicable.

For more information, visit [RISD Sick Time Policy](#).

Where to Find Earned Sick Time on Workday



- From your Workday Homepage, click on the "Time Off" Application.

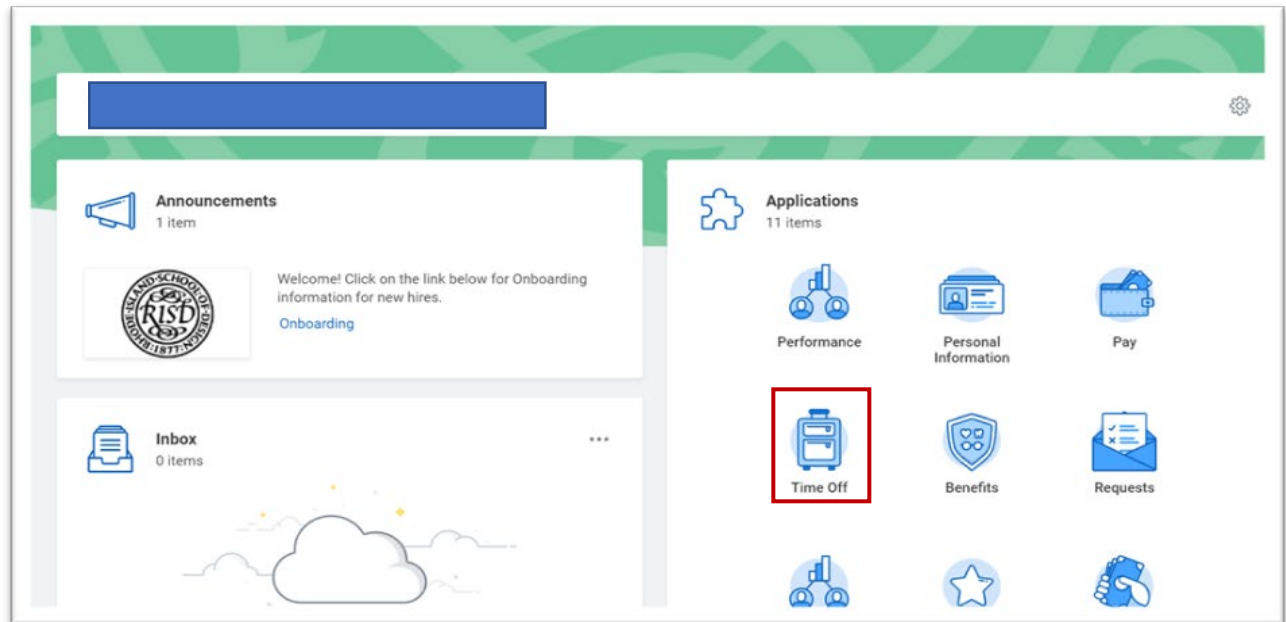


- This will bring you to the “Time Off” page.
- Scroll to the bottom of page.

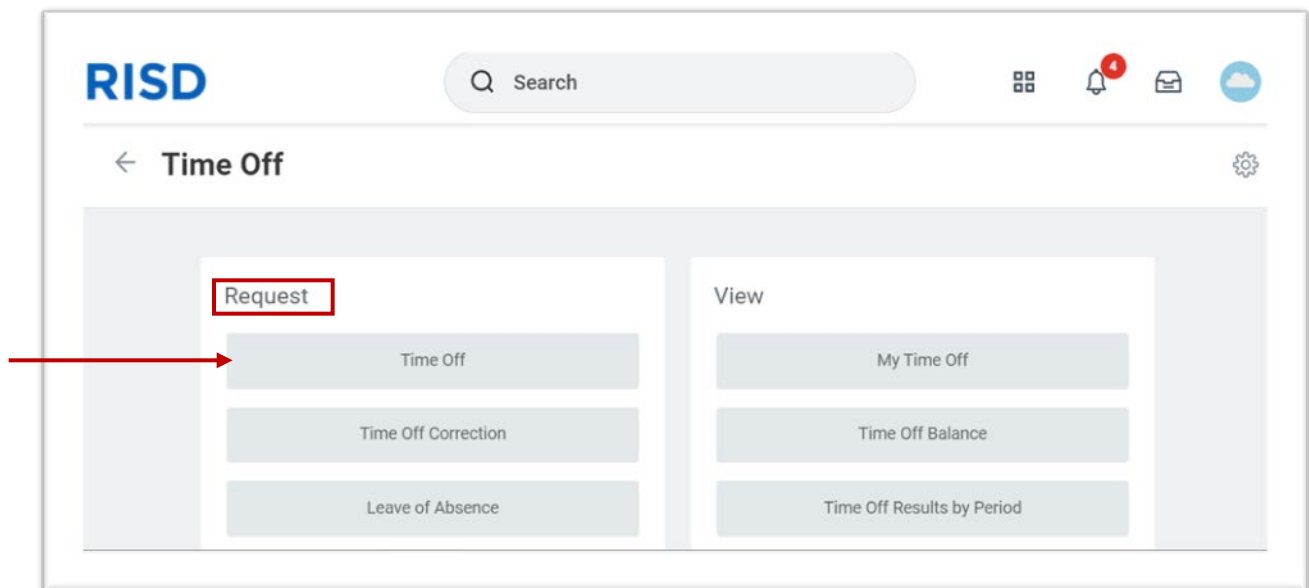


- This will show the available balance as of the day you check.

How to Request Sick Time on Workday



- From your Workday Homepage, click on the “Time Off” Application.



- This will bring you to the “Time Off” page.
- Under the Request List, click on “Time Off”.

Balances

Today < > September 2021

Balance as of 09/30/2021

3.9 Hours

Balance Per Plan

Sick (Student)
3.9 Hours
(Sick)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	Sep 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Oct 1	2

1 Day - Request Time Off

- This will bring you to the Request Time Off Calendar page.
- Click on the date(s) you are requesting
- Click on “Request Time Off”

Request Time Off

Total: 0 Hours

When Monday, November 8, 2021

Type * X Sick

Position *

Daily Quantity * 0

Unit of Time Hours

Comment

- A Request Time Off pop up screen will appear
- In the Type field, enter Sick
- In the Position field, choose the position you are using the sick time for
 - You must choose the position your were scheduled to work for that day
- In the Daily Quantity Field, enter the number of hours you plan on using
 - Putting in a quantity that is over the amount earned will stop the process
- Enter any comments in the Comments field
- Scroll down

Attachments

Drop files here

or

Select files

Submit

Cancel

- Include any applicable attachments
- Hit Submit

The request will go to the Office of Student Employment for approval.