



SALVE Student Employment Sick & Safe Leave

In accordance with the RI Healthy and Safe Families and Workplaces Act, all Salve Regina Student Employees are eligible for paid sick and safe leave by the University. Student employees will begin accruing sick and safe leave immediately upon hire and may use accrued sick time, after completing a successful 90-day orientation period, as it becomes available. Students will accrue the equivalent of 1 hour for every 35 hours worked. The University does not advance sick and safe leave time nor allow a student employee's leave account to have a negative balance. Student Employees are only allowed to utilize earned leave time.

The benefit of paid sick and safe leave is provided to prevent a financial loss to the student employee who is occasionally absent due to illness.

Any unused sick and safe leave time will not be paid out upon a student employees' termination, however students who are rehired by the university within 135 days since their last position will have their balances carried over and reinstated.

Federal funds cannot be used to pay sick and safe leave, and those funds will be deducted from institutional funds.

It is expected that student employment supervisors will review and understand this policy to effectively manage their student employees' sick and safe leave.

Accrued paid sick and safe leave may be used upon the request of the student employee. It is expected that the student employee will notify their supervisor of the inability to work either orally, in writing, via email or any other means acceptable or requested by the supervisor, as soon as possible. When the use of sick and safe leave time is foreseeable, employees must provide notice of the need for such time to their supervisor in advance of the use of the time and shall make a reasonable effort to schedule the use of sick and safe leave time in a manner that does not unduly disrupt the operations of the employer. Paid sick and safe leave cannot be used as an excuse to be late for work without an authorized purpose.

Questions related to the information above can be directed to the Financial Aid Team.

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(401) 341-2901