

PROCESS FOR GRADUATE ASSISTANT LEAVES OF ABSENCE

Graduate Student Assistant Leave of Absence

- **Applies only to Graduate Student Assistants (GSAs)**
 - Maximum of three (3) days per semester of sick leave.
 - Of the three days, a maximum of one of these days annually can be used as a personal leave day. This day must be scheduled in advance and have the concurrence of the GSA's supervisor.
 - When using a sick day, the GSA must notify the immediate supervisor and division or department chair as soon as possible but no later than the morning of the day in which he or she is taking the day as sick leave.
 - The GSA must complete and sign the Graduate Assistant Request for Leave of Absence Form and submit it to his or her supervisor for approval before taking one of the three (3) days as a personal day.
 - After indicating his or her approval, the GSA supervisor should forward the completed form to the school or college Business Affairs Officer.
 - GSA supervisors are expected to record and monitor GSA leaves of absence approvals so three (3) days of leave are not exceeded.
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Graduate Assistant (GTA, GSA, GRA) Parental Leave of Absence

- **Applies to Graduate Teaching Assistants, Graduate Student Assistants and Graduate Research Assistants.**
- The Parental Accommodation Period (i.e. Leave of Absence) should not exceed six (6) weeks.
- The Parental Leave of Absence will be taken within the first six (6) weeks of the child's birth or beginning the day an adopted child joins the Employee's family.
- The graduate assistant should be excused from his or her regular duties during the Parental Leave.
- The Parental Leave period shall not exceed the graduate assistant's previously scheduled appointment end date.
- The graduate assistant must request the Parental Leave in writing, using the Graduate Assistant Request for Leave of Absence Form, *no less than four weeks prior to the scheduled start of the Leave*. This requirement may be satisfied by notifying the supervisor of the anticipated birth or date the adopted child will join the family.
- The graduate assistant's salary payment will continue for the six (6) weeks of the Leave
- The graduate assistant's health and/or dental benefits will continue during the entire Parental Leave of Absence period.
- The graduate assistant's tuition scholarship will remain intact as long as the student remains in good standing in his or her graduate program, i.e. completes his or her courses.
- After indicating his or her approval, the graduate assistant's supervisor should forward the completed form to the school or college Business Affairs Officer.
- Graduate assistant supervisors are expected to record and monitor Parental Leaves of Absence approvals so that the Leave time is not exceeded and salary payments are appropriately checked.

GEOC-AFT CONTRACT - September 7, 2018 through February 28, 2021

ARTICLE XI: BENEFITS

K. Employee Parental Leave of Absence

A qualifying Employee may be granted a Parental Leave of Absence immediately following the birth or adoption of the Employee's child.

At its discretion, the Department may assign the Employee's duties to another employee or may retain a substitute employee to perform the Employee's assigned duties during the period of leave. The substitute employee may or may not be a member of the bargaining unit. Following the Parental Leave, the Employee will be restored to his or her previously assigned job and responsibilities whenever feasible. If the Department determines that the Employee's return to his or her previously assigned job duties would unreasonably disrupt its normal operations, the Department may modify the Employee's job assignment for the remainder of the appointment period.

The following provisions shall apply to the Parental Accommodation Period:

General Provisions

1. Parental Accommodation Period should not exceed six (6) weeks and will be taken within the first six (6) weeks of the child's birth or beginning the day an adopted child joins the family of the Employee.
2. During this period, the Employee should be excused from his or her regular duties.
3. The Parental Accommodation Period shall not exceed the Employee's previously scheduled appointment end date.
4. An Employee must request a Parental Leave of Absence in writing no less than four weeks prior to the scheduled start of the Leave. Because the specific start date of the leave may not be known in advance, the Employee may satisfy this requirement by notifying their supervisor of the anticipated date of birth or date the adopted child joins the family.
5. If both parents of a child are qualifying Employees, the aggregate number of weeks of leave shall not exceed six (6), and the aggregate number of weeks of paid leave for both Employees as described below shall not exceed six (6) weeks.

Salary and Tuition Waivers

1. During the Parental Leave salary will be continued for the first six (6) weeks of leave.
2. The University will continue to provide all regular Employer contributions to the Employee's health and/or dental benefits during the entire Parental Leave of Absence.

The Employee's tuition waiver, shall continue during the Parental Accommodation Period as long as the Employee otherwise continues to be a student in good standing in their graduate degree program as defined herein.