

Paid and Unpaid Leaves of Absence for Graduate Assistants

Graduate assistants are eligible for unpaid and paid leaves of absence to include the following:

Type of Leave	Applies to	Specifics
Bereavement Leave	Graduate assistants	At the discretion of the department, up to three workdays paid bereavement leave provided upon the death of an immediate family member. Leave granted for purposes of (1) attending the funeral services, ceremonies, and/or interment; (2) making necessary arrangement; (3) travel related to the death; and (4) bereavement time. Responsible administrators/supervisors are encouraged to make special arrangements to accommodate granting of this leave.
FMLA	Graduate assistants	Generally do not meet the minimum eligibility requirements for FMLA. If FMLA requirements are met, GAs may be eligible for up to twelve week's absence during a fiscal year for reasons of: <ul style="list-style-type: none"> ▪ The employee's own serious health condition ▪ The serious health condition of an employee's immediate family member; or ▪ Caring for a newborn or newly-placed adopted child or foster child. Refer to the Administrative Policy: Family & Medical – FMLA Leave .
Court Appearance or Jury Duty	Graduate assistants	Entitled to paid leave for jury duty. A copy of the court notice is to be provided to the responsible administrator/supervisor. If released early from jury duty by the court administrator, the GA is to return to work. Refer to the Administrative Policy: Military, Court, and Civic Duty .
Military Leave	Graduate assistants	Entitled to fifteen days leave in a calendar year for active military duty; such leave falling within a paid appointment period will be with pay. Verification of notice to report for duty (including dates of leave) is to be provided to the responsible administrator/supervisor. Refer to the Administrative Policy: Military, Court, and Civic Duty Leaves .
Parental Leave	Graduate assistants	May be eligible for paid and/or unpaid parental leave. Refer to the Administrative Policies: Parental Leave for Academic Employees and Family & Medical – FMLA Leave .

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Sick Leave	Graduate assistants (non-hourly appointment)	Up to 10 working days of paid sick leave are provided for occasional or serious illness or injury to the employee, their dependent child, or the dependent child of a registered same-sex domestic partner at the percentage of their appointment for each appointment year. Healthcare provider's certification may be requested by the responsible administrator/supervisor verifying inability to work.
	Graduate assistants on an hourly pay appointment	Sick leave is unpaid except in the following circumstances: (1) work hours are fixed on a weekly basis, and the sick day falls on the day of the week normally scheduled for work; OR (2) the work schedule is variable with sick pay prorated for the work week.
Vacation Leave	Graduate assistants	Not eligible for paid vacation leave.
Voting Leave	Graduate assistants	Graduate assistants are eligible for a paid leave of absence to vote in any state-wide general election or state-wide primary election, or in any election to fill a vacancy in the office of a United States senator or representative during the morning of the election day. Paid leaves to vote will cover only those hours the employee is regularly scheduled to work and will be reasonable in relation to voting site location and distance. Refer to the Administrative Policy: Military, Court, and Civic Duty Leaves .
	Graduate assistants who are work-study students	Unpaid leave of absence to vote in elections is allowed as described above (federal and state Work-Study regulations do not permit payment for hours not actually worked).