

Chemistry Department Graduate Assistant Leave Policy

This policy defines the departmental approve/deny policies of the *3 Days Leave* and *Leaves of 21 Days or Less* provisions set in the GEU-UAW Contract. A Graduate Assistant (GA) includes both Teaching Assistants (TA) and Research Assistants (RA) and those students who are a combined TA/RA during the academic year.

3 Days Leave

1. Chemistry Graduate Assistants (GAs) may apply for leaves of absence, and are entitled up to three (3) days of leave per semester. These three (3) days do not carry over from one semester to another.
2. Full time Graduate Assistants leave time is estimated to be equivalent to 4 hours of work = 1 day of leave. Teaching preparation and grading time is included in the 4-hour work day for a TA.
3. Graduate Assistant leave time is pro-rated for GAs with less than a full time appointment. A 50% GA only receives 1.5 days of leave (or 6 hours total of leave per semester). If a GA appointment is split between teaching and research the GA may request 6 hours of leave for their TA appointment and 6 hours of leave for their RA appointment.
4. Research Assistant (RA) leave requests are at the sole discretion of the Research Advisor and Human Resources.
5. Chemistry Teaching Assistants (TAs) must fill out the Chemistry Department TA Substitution Form and obtain both the research advisor's and instructor's consent. The completed form must be submitted to Emilie Hoglebe in A-115 a minimum of 10 days in advance of the planned absence.
6. Teaching Assistants will not be allowed multiple single day leaves on the same day of the week (i.e., the TA may not take their 3 days of leave on 3 different Mondays, hence missing two or more Monday weekly TA meetings).
7. Teaching Assistant leave may not be taken on exam days.
8. Academic reasons, such as presenting at a conference or participating in an internship or research visit abroad will not count towards the 3 (or 21) days, but are also subject to prior approval.

Leaves of 21 Days or Less

9. Extended absences (four or more days) from a Graduate Assistantship for personal or immediate family, illness, injury, bereavement, or other personal reasons are approved at the sole discretion of the University.
10. All GAs requesting leave between 4-21 days must fill out an application "Request for Leave of Absence from Graduate Assistantship" and submit it to Human Resources for their approval.

Leaves up to 21 days are at the discretion of the Department Head following consultation with the Department of Human Resources. Human Resources will notify the GA of the decision regarding the leave request in writing and will include terms of the leave.

11. The Department is not required to grant leave to GAs beyond three days, however the Department may grant such leave for extenuating circumstances resulting from personal or immediate family illness, injury or bereavement when the leave is expected to result in short-term, temporary absences from the workplace, and the GA can be expected to return and perform all assigned duties fully and competently. Leaves for personal reasons other than personal or immediate family illness, injury or bereavement are very rare except in exceptional circumstances.
12. If the Department grants a leave of absence beyond three days, the department is not required to pay the GA while on such a leave. TAs may request a total of 1 week of continuous leave of absence with 2 days of unpaid leave. The process specified in point 5, above, must be followed.
13. Additional unpaid days of leave will only be approved for the extenuating circumstances spelled out in the Graduate Student Union Contract (medical emergencies, bereavement, etc.).

Note: Teaching Assistants cannot plan to leave for a time period longer than 1 week during the time periods specified in your TA contract. If you plan such a leave, make sure you are on an RA-ship during that semester and you organize the leave with your research advisor.