



## **GA Unpaid Leave FAQ**

### **When is it appropriate to use unpaid leave?**

Unpaid leave is designed to be used only for situations when the student's paid sick leave has been exhausted OR the student and supervisor have agreed that the time will not be made up some other way. Supervisors should make every attempt to work with students to make up time over the course of their contract before considering unpaid leave. Examples of situations unpaid leave could apply to are: illness/injury, conference unrelated to GA, or vacation.

### **How do I put a GA on unpaid leave?**

Submit the unpaid leave form, available on the Graduate Assistant Forms page, to the Graduate School along with a justification memo explaining why the student should be placed on unpaid leave.

### **How long will it take for the form to go into effect once it has been submitted to the Graduate School?**

If the form is received during a payroll cutoff period, it will not be processed until the cutoff is lifted. The Graduate School will make every attempt to work with Human Resources to process unpaid leave forms in a timely manner but there will be times when the form is processed late and a student is overpaid during a pay period. When this happens, the excess pay will be deducted from the following pay period. The same is true when the Graduate School is notified that a student has returned to work. The student may be underpaid and the amount owed would be added to the following paycheck.

### **How do I get a GA off of unpaid leave?**

Call or email the Graduate School as soon as possible. Every attempt will be made to process the student's unpaid leave reversal as soon as possible to try and prevent unnecessary payroll interruptions.

### **How will unpaid leave affect the GA's tuition waiver?**

GA's must work at least 12 weeks in the fall/spring and 8 weeks in the summer to earn a tuition waiver. Unpaid leave does not count towards the minimum amount needed to receive the waiver. The Graduate School will notify the student if the leave will affect their tuition waiver in any way.

### **If the unpaid leave form is submitted late and the GA has accrued more sick leave during the time they should have been on unpaid leave, will the extra leave be automatically deducted?**

No, the leave admin in your department is responsible for monitoring your GA's leave and adjusting it as necessary.

### **Is documentation required for a student to take a medical leave?**

Yes. A treatment provider must provide a note justifying the medical leave. The unit will be responsible for keeping the records in a secure location, separate from the student's personnel file.

### **Is documentation required for a student to return from medical leave?**

Yes. A return to work release from the treatment provider is required.

### **Since GA's are paid a set stipend amount and not paid hourly, how do I determine the number of days my student should be unpaid compared to the amount of hours they missed?**

The person who notifies the Graduate School that the student has returned to work also needs to know the number of hours the student missed. The Graduate School will calculate the new start date based on the number of hours the student missed. For example, a student working a 50% contract (20 hours per week) misses 10 hours over a pay period. Their new start date will be calculated based on missing  $\frac{1}{2}$  a week of work which may not be the same as their actual return date.