**Article LEAVES\_ARTICLE – Leaves of Absence**

**Section LEAVES\_ARTICLE.SICK\_LEAVE\_SECTION – Sick Leave**

## Eligibility and Accrual of Sick Leave

1. **Graduate Assistants shall be eligible for sick leave with pay immediately upon accrual. Sick leave accruals will be available in full at the beginning of each academic term that the GA receives an appointment. Accrual balances may be viewed by the GA on Banweb.** ~~GAs will earn 1 hour of sick leave for every 30 hours worked. They may accrue a maximum of 40 hours of sick time per fiscal year. GAs may rollover up to forty (40) hours of earned but unused sick leave to the following fiscal year. GAs may accrue up to a total of eighty (80) hours in sick leave.~~
2. GAs accrue sick leave **at the following rate:** ~~on a monthly basis beginning with date of hire, and prorated during the first month. Sick leave accrues on the last day of the month/pay period and is available for use the first day of the next month.~~

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| **Employment Fraction (FTE)** | **Sick Leave Accrual****(Hours per Term)** |
| **.10-.14** | **3** |
| **.15-.19** | **4** |
| **.20-.24** | **5** |
| **.25-.29** | **6** |
| **.30-.34** | **7** |
| **.35-.39** | **8** |
| **.40-.44** | **9** |
| **.45-.49** | **10** |

1. **When a GA uses sick leave accruals, they will be compensated at their current rate of pay.**
2. **Maximum accrual is forty (40) hours in a fiscal year. GAs may accrue up to a total of eighty (80) hours in sick leave.**
3. **Unused sick leave will be carried into the next GA appointment period when the next appointment occurs within five (5) years of the end of the original appointment.**

## Scheduling and Use of Sick Leave

1. Sick leave ~~time off~~ is available and **may** ~~must~~ be used for any period of absence from employment which is due to the GA~~’s~~ **or their family member experiencing mental or physical** illness, injury, **need for a medical diagnosis** ~~disability resulting from pregnancy~~, ~~necessity for~~, **care or treatment of mental or physical illness,** ~~medical or~~ dental care, **preventative care**, or exposure to contagious disease.
2. **Sick leave may be taken within 12 months of the birth, adoption, or foster care placement of a child.**
3. **Sick leave may also be taken as bereavement within 60 days of a death of a family member.**
4. **Sick leave may be taken in the event that the Graduate Assistant seeks legal services, law enforcement services, or medical treatment relating to domestic violence, harassment, sexual assault or stalking for themselves or a minor child. In these cases, victim services and home relocations may also be covered by sick leave.**
5. Sick leave may be used for medical and dental appointments provided such appointments are scheduled ~~in advance cooperatively with the approval of the GA’s supervisor or assigned faculty member and scheduled~~ in a manner that minimizes disruption to the operations of the department, program, or unit.
6. GAs should not make medical and dental appointments during mandatory pre-scheduled work commitments such as when they are scheduled to teach, have office hours, or participate in research preparation, experiments**,** or data collection. Department chairs, program directors, assigned faculty members, or supervisors may make an exception to an appointment made during these times if requested by the GA and provided such appointment minimizes disruptions to the department, program, or unit.
7. **“Family member” means the spouse or partner of an employee, the biological, adoptive, or foster parent or child of the employee, the grandparent or grandchild of the employee, the sibling of the employee, a parent-in-law of the employee, or a person with whom the employee was or is in a relationship with in the place of a parent.**
8. Certain absences that exceed three (3) consecutive days of absence may be protected by the Family and Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA) for eligible GAs.
9. **Physician’s Certificate**
10. The University may require a physician's certificate to support the sick leave claim for absences **that exceed three (3) days** whether covered under the leave program or in relation to the use of sick leave.
11. The University may also require a physician's certificate to certify that returning to work would not be detrimental to the GA or to others before allowing a~~n~~ GA to return to work.
12. **Recordkeeping**

GAs must record and submit usage of sick leave accurately on the applicable online leave roster within established payroll deadlines.

1. **Coverage for Sick Leave Use**
	1. **The University may not require the GA to search for or find a replacement GA when utilizing accrued sick leave or work an alternative shift or schedule to make up for the use of the sick time.**
	2. **With mutual consent between the GA and supervisor, the GA may “flex” their schedule by working to make up missed hours in place of using sick leave accruals.**
	3. **GAs substituting for the work of another GA shall be compensated at their current rate of pay. In no case shall a GA work over 259 hours per term. GAs may not work in excess of their available substitute hours each term without an adjustment to their FTE and sick leave accrual. Available substitute hours will be as follows:**

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| **Employment Fraction (FTE)** | **Maximum Substitute Hours Available per Term** |
| .10-.14 | 8 |
| .15-.19 | 12 |
| .20-.24 | 16 |
| .25-.29 | 20 |
| .30-.34 | 24 |
| .35-.39 | 28 |
| .40-.43 | 32 |
| .44 | 30 |
| .45 | 25 |
| .46 | 21 |
| .47 | 16 |
| .48 | 10 |
| .49 | 4 |

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**6. Sick Leave Donation**

1. **GAs on an active appointment may irrevocably donate up to forty (40) hours of accrued sick leave to other GAs on an active appointment.**
2. **A GA may receive a one (1) time donation of up to forty (40) hours of sick leave, either as a donation from a single employee or as a combined donation from multiple employees. The GA receiving donated leave must use the leave in accordance with the provisions set forth in this Article. If the sick leave donation recipient fails to exhaust donated leave for the purpose for which it was donated, the unused leave donations shall be returned to the donating employee(s).**
3. **Applications for donated leave shall be in writing and sent to the University’s Office of Human Resources and accompanied by the treating physician’s written statement certifying that the illness or injury will continue for at least ten (10) calendar days following the projected exhaustion of accumulated leave. Donated leave may be used intermittently. In cases where a new accrual is received by the GA during the leave period, the GA’s accruals will be used first, prior to the use or continued use of donated leave.**
4. **The Office of Human Resources will forward requests for donated leave to GEU. GEU will be responsible for identifying leave donors and communicating their names to the Office of Human Resources.**

**7. Use of sick leave accruals under the provisions set forth in this article are protected under Article NONDISCRIMINATION\_ARTICLE.**

**Section LEAVES\_ARTICLE.PARENTAL\_MEDICAL\_SECTION – Parental and Medical Leave ~~Family Medical Leave/Oregon Family Leave~~**

~~Eligible GAs may apply to Human Resources for Family Medical Leave and/or Oregon Family Leave.~~

**1. Duration of Parental and Medical Leave**

1. **GAs on a current assistantship may take up to 12 weeks of a continuous block of leave from their appointment as parental leave or to care for their own serious health condition or that of a family member.**
2. **Intermittent leave periods are not available, although eligible GAs may opt to take less than the full twelve-week period of leave.**

**2. Parental Leave**

1. **Parental leave will be available to accommodate the birth, adoption, or foster care placement of a child.**
2. **GAs shall be entitled to six weeks of paid parental leave at their current salary.**
3. **Upon exhaustion of their six weeks of paid parental leave, GAs may apply accumulated and donated sick leave to extend their paid leave period.**
4. **GAs may continue in unpaid leave status for the remainder of the 12 week leave period.**

**3. Medical Leave**

**Medical leave will be unpaid, except for the application of accumulated and donated sick leave.**

**4. Benefit Continuation**

1. **The University will continue to pay for the GA’s and their family’s health insurance during Parental and Medical Leave periods at the same level it would pay as if they had not taken leave.**
2. **If the leave is not taken in conjunction with an academic leave of absence, the GA’s tuition remission will remain in effect over the period of the leave.**

**5. Appointment Duration**

**A leave taken does not extend a GA’s contractual appointment.  If a GA’s appointment ends during a leave period, the eligible GA’s position and leave period end at the same time.**

**6. Leave Requests**

**To request Parental or Medical Leave, a GA must contact the Office of Human Resources.**

**Section LEAVES\_ARTICLE.JURY\_SECTION – Jury Duty**

**When jury duty service interferes with the work assignment of a GA, the employee shall be entitled to leave with pay for such time. The GA shall immediately notify their supervisor upon being summoned as a juror. To the extent possible, the GA shall attempt to schedule jury duty around work assignments. The GA may keep any money paid by the court for such service. Upon dismissal from jury service, the GA shall return to their normal duties, as appropriate.**

**Section LEAVES\_ARTICLE.CLOSURE\_SECTION – University Closure**

1. The PSU University Closure policy will apply to GAs in the event the University is closed due to inclement weather or disease containment purposes.
2. ~~To determine leave and pay available for such events, please visit the~~[~~University Closure Policy~~](https://www.pdx.edu/hr/university_closure_policy) ~~page.~~ **GAAs shall not be required to work during University closures but shall be compensated for all scheduled hours during the closure.**
3. **GTAs and GRAs shall not be required to use paid leave to accommodate missed time due to University closure.**
4. GAs working on research projects may be deemed “research-essential GAs” in order to comply with Federal research regulations.

**Section LEAVES\_ARTICLE.ELECTION\_SECTION – : Election Days**

**International GAs who wish and/or are required to vote in their national elections and can only do so at the consular agency, must provide the employing department with both reasonable advance notice and documentation. The employing department will arrange the work to allow the GA adequate travel time, up to five (5) days, to the nearest consular agency where the GA may vote.**

# Section LEAVES\_ARTICLE.IMMIGRATION\_SECTION – Immigration Proceedings

**In the event a GA is compelled during work hours to participate in immigration proceedings on behalf of themselves or on behalf of a family member, the GA shall provide their supervisor with written verification from the involved government agency including time and dates relevant to the absence. Provided the GA abides by the provisions of this section, no reduction in FTE or loss of pay will result.**

# Section LEAVES\_ARTICLE.PERSONAL\_SECTION – Schedule Changes for Personal Leave

**GAs may arrange their work schedule to allow for fifteen (15) days personal leave over the academic year. The 15 days may be contiguous or taken incrementally. Such leave shall not reduce the GA’s obligation to fulfill the hours required of their assigned FTE. Requests for leave shall be made in writing sufficiently in advance of the schedule change to allow for planning for the absence. The decision on the request shall be made in writing and within a reasonable timeframe. Such requests shall not be unreasonably denied. This language does not limit a supervisor’s ability to permit additional schedule adjustments.**

**Section LEAVES\_ARTICLE.PROFESSIONAL\_DEVELOPMENT\_SECTION – Professional Development Leave**

**In instances where attending a conference, training, or other professional development opportunity is required by a supervisor or employing unit or otherwise conforms with the usual duties of the GA’s appointment, the GA shall not be required to flex their schedule to make up the time away. In instances where such attendance falls outside of normal work duties, GAs may flex their schedule to accommodate the time devoted to professional development.**