

**GEU Mediation Proposal: Leaves of Absence**

*This mediation proposal has been prepared for the purposes of collective bargaining only and does not represent the final form of the Article. The Bargaining Team reserves the right to amend or withdraw this proposal as bargaining may require. PSU is a public institution, these negotiations pertain to public employees, and this proposal will be shared publicly.*

<b>LEAVES OF ABSENCE</b>				
LN	GEU Proposal 12/8/17	Admin Proposal 2/2/18	GEU Proposal 2/12/18	Notes
3	<b>Section LEAVES ARTICLE.SICK LEAVE SECTION – Paid Sick Leave</b>	<b>Section 1 – Sick Leave</b>	<b>Section LEAVES ARTICLE.SICK LEAVE SECTION – Paid Sick Leave</b>	
4	<p><b>1. Eligibility and Accrual of Sick Leave</b></p> <ul style="list-style-type: none"> <li>a. GAs will earn 1 hour of sick leave for every 30 hours worked.</li> <li>b. When a GA uses sick leave accruals, they will be compensated at their current rate of pay.</li> <li>c. Maximum accrual is forty (40) hours in a fiscal year. GAs may accrue up to a total of eighty (80) hours in sick leave.</li> <li>d. When GAs are re-employed in or transferred to another position within the University, the employee shall transfer up to 80 hours of accrued sick leave to the new position provided the break-in-service does not exceed one year. The employee is entitled to use previously accrued sick time immediately upon reemployment.</li> </ul>	<p><b>1. Eligibility and Accrual of Sick Leave</b></p> <ul style="list-style-type: none"> <li>a. GAs are eligible for sick leave with pay immediately upon accrual. Sick leave balances may be viewed by the GA on Banweb. GAs will earn 1 hour of sick leave for every 30 hours worked.</li> <li>b. When a GA uses sick leave accruals, they will be compensated at their current rate of pay.</li> <li>c. Maximum accrual is forty (40) hours in a fiscal year. GAs may accrue up to a total of eighty (80) hours in sick leave.</li> <li>d. <b>Up to 80 hours of accrued sick leave will be maintained for GAs who are re-employed in the same position or transferred hired into another GA position within the University the employee shall transfer up to 80 hours of accrued sick leave to the new position provided the a</b> break in service does not exceed one year. The employee is entitled to use previously accrued sick time immediately upon reemployment.</li> </ul>	<p><b>1. Eligibility and Accrual of Sick Leave</b></p> <ul style="list-style-type: none"> <li>a. <b>GAs are eligible for sick leave with pay immediately upon accrual. Sick leave balances may be viewed by the GA on Banweb.</b> GAs will earn 1 hour of sick leave for every 30 hours worked.</li> <li>b. When a GA uses sick leave accruals, they will be compensated at their current rate of pay.</li> <li>c. Maximum accrual is forty (40) hours in a fiscal year. GAs may accrue up to a total of eighty (80) hours in sick leave.</li> <li>d. When GAs are re-employed in or transferred to another position within the University, the employee shall transfer up to 80 hours of accrued sick leave to the new position provided the break-in-service does not exceed one year. The employee is entitled to use previously accrued sick time immediately upon reemployment.</li> </ul>	<ul style="list-style-type: none"> <li>a. Accepted PSU Admin’s language.</li> <li>b. Shared language.</li> <li>c. Shared language.</li> <li>d. The law is clear that sick leave must be restored whenever a person is re-employed, even where job classification changes. See <a href="#">ORS 653.606(11)</a>.</li> </ul>
5	<p><b>2. Scheduling and Use of Sick Leave</b></p> <ul style="list-style-type: none"> <li>a. Sick leave is available and may be used for any period of absence from employment which is due to the GA or their family member experiencing mental or physical illness, injury, need for a medical diagnosis, disability resulting from pregnancy, care or treatment of mental or physical illness, dental care, preventative care, or exposure to contagious disease.</li> <li>b. Sick leave may be taken within 12 months of the birth, adoption, or foster care placement of a child. Sick leave is also available to be used for any Oregon Family Leave Act (OFLA) or Family Medical Leave Act (FMLA)-qualifying purpose. To request Parental or Medical Leave, a GA must contact the Office of Human Resources.<sup>1</sup></li> </ul>	<p><b>2. Scheduling and Use of Sick Leave</b></p> <ul style="list-style-type: none"> <li>a. Sick leave is available and may be used for any period of absence from employment which is due to the GA or their family member experiencing mental or physical illness, injury, need for a medical diagnosis, disability resulting from pregnancy, care or treatment of mental or physical illness, dental care, preventative care, or exposure to contagious disease.</li> <li>b. Sick leave is also available to be used for any Oregon Family Leave Act (OFLA) or Family Medical Leave Act (FMLA)-qualifying purpose. To request Family or Medical Leave, a GA must contact the Office of Human Resources.</li> <li>c. If the sick leave, FMLA, and/or OFLA leave is not taken in conjunction with an Graduate Leave of</li> </ul>	<p><b>2. Scheduling and Use of Sick Leave</b></p> <ul style="list-style-type: none"> <li>a. Sick leave is available and may be used for any period of absence from employment which is due to the GA or their family member experiencing mental or physical illness, injury, need for a medical diagnosis, disability resulting from pregnancy, care or treatment of mental or physical illness, dental care, preventative care, or exposure to contagious disease.</li> <li>b. Sick leave may be taken within 12 months of the birth, adoption, or foster care placement of a child. Sick leave is also available to be used for any Oregon Family Leave Act (OFLA) or Family Medical Leave Act (FMLA)-qualifying purpose. To request Parental or Medical Leave, a GA must contact the Office of Human Resources.<sup>1</sup></li> </ul>	<p>Proposed language conforms with the law (See <a href="#">ORS 653.601 to 653.661</a> and specific OARs cited in footnotes). It is our interest to reflect the full breadth of reasons for which sick leave may be taken both as means of accurately reflecting the law and to provide a resource to members who look to the contract for guidance as to their rights.</p>

<p>c. Sick leave may also be taken as bereavement within 60 days of a death of a family member.<sup>2</sup></p> <p>d. 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.<sup>3</sup></p> <p>e. 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. 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.</p> <p>f. A leave taken does not extend a GA's contractual appointment. If a GA's appointment ends (including based on a loss of eligibility) during a leave period, the GA's position and leave period end at the same time.</p> <p>g. For the purposes of sick leave only, "family member" means the spouse, partner, sibling, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, stepparent, parent-in-law, a parent of an employee's partner, an employee's grandparent or grandchild, or a person with whom the employee is or was in a relationship of in loco parentis. "Family member" also includes the biological, adopted, foster child or stepchild of an employee or the child of an employee's partner. An employee's child in any of these categories may be either a minor or an adult at the time qualifying leave pursuant to these rules is taken.<sup>4</sup></p>	<p>Absence, the GA's tuition remission will remain in effect over the period of the leave.</p> <p>d. A leave taken that is covered by sick leave, FMLA and/or OFLA leaves does not extend a GA's contractual appointment. If a GA's appointment ends during a leave period, the GA's position and leave period end at the same time.</p> <p>e. 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.</p> <p>i. 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.</p> <p>ii. 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.</p> <p>f. A leave taken does not extend a GA's contractual appointment. If a GA's appointment ends (including based on a loss of eligibility) during a leave period, the GA's position and leave period end at the same time.</p> <p>g. For the purposes of sick leave only, "Family member" means the members of the employee's immediate family (employee's parents, parents-in-law, spouse, partner, children, brother, sister, grandmother, grandfather, grandchild, son-in-law, daughter-in-law, or another member of the immediate household).</p> <p>h. For purposes of FMLA and OFLA leave only, the statutory definition of "family member" will apply.</p> <p>i. Certain absences that exceed three (3) consecutive days of absence may be protected by the Family and Medical Leave Act (FMLA) or</p>	<p>c. Sick leave may also be taken as bereavement within 60 days of a death of a family member.<sup>2</sup></p> <p>d. 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.<sup>3</sup></p> <p>e. 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. 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.</p> <p>f. A leave taken does not extend a GA's contractual appointment. If a GA's appointment ends (including based on a loss of eligibility) during a leave period, the GA's position and leave period end at the same time.</p> <p>g. For the purposes of sick leave only, "family member" means the spouse, partner, sibling, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, stepparent, parent-in-law, a parent of an employee's partner, an employee's grandparent or grandchild, or a person with whom the employee is or was in a relationship of in loco parentis. "Family member" also includes the biological, adopted, foster child or stepchild of an employee or the child of an employee's partner. An employee's child in any of these categories may be either a minor or an adult at the time qualifying leave pursuant to these rules is taken.<sup>4</sup></p>	
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	<p>For purposes of FLMA and OFLA leave only, the statutory definition of “family member” will apply.</p> <p>h. 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.</p> <p>1 See <a href="#">OAR 839-007-0020(3a)</a>.  2 See <a href="#">OAR 839-007-0020(3e)</a>.  3 See <a href="#">OAR 839-007-0020(4)</a>.  4 See <a href="#">OAR 839-007-0000(2)</a>. Sibling added. “Same sex domestic” removed from partner.</p>	<p>the Oregon Family Leave Act (OFLA) for eligible GAs.</p>	<p>For purposes of FMLA and OFLA leave only, the statutory definition of “family member” will apply.</p> <p>h. 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.</p> <p>1 See <a href="#">OAR 839-007-0020(3a)</a>.  2 See <a href="#">OAR 839-007-0020(3e)</a>.  3 See <a href="#">OAR 839-007-0020(4)</a>.  4 See <a href="#">OAR 839-007-0000(2)</a>. Sibling added. “Same sex domestic” removed from partner.</p>	
6	<p><b>3. Physician’s Certificate</b></p> <p>a. The University may require a physician's certificate to support the sick leave claim for absences that exceed seven consecutive work days or when the University suspects an employee is abusing sick leave days whether covered under the leave program or in relation to the use of sick leave.</p> <p>b. 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 GA to return to work.</p>			
7	<p><b>4. Recordkeeping</b></p> <p>GAs must record and submit usage of sick leave accurately on the applicable online leave roster within established payroll deadlines.</p>			
8	<p><b>5. Coverage for Sick Leave Use</b></p> <p>a. 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.</p> <p>b. 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.</p> <p>c. 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.</p>	<p><b>5. Coverage for Sick Leave Use</b></p> <p>a. 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.</p> <p>b. 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.</p> <p>c. Use of sick leave accruals under the provisions set forth in this article are protected under the terms of Federal and State laws.</p>	<p><b>5. Coverage for Sick Leave Use</b></p> <p>a. 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.</p> <p>b. 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.</p> <p>c. <b><u>Unless hours for substitution are explicitly included in a GA's assignment,</u></b> 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.</p> <p>d. <b><u>Use of sick leave accruals under the provisions set forth in this article are protected under Article NONDISCRIMINATION_ARTICLE and Federal and State laws.</u></b></p>	<p>a. Shared language.</p> <p>b. Shared language.</p> <p>c. We have attempted to address PSU Admin’s scenario where FTEs are explicitly assigned with time allotted to substitute for sick leave taken for another employee. Where this isn’t the case, substitutes should be compensated for the time worked beyond their assignment.</p> <p>d. Accepts PSU Admin’s language and adds reference to the non-discrimination article.</p>
9	<p><b>6. Sick Leave Donation</b></p>		<p><del><b>6. Sick Leave Donation</b></del></p>	<p>Concession: removal of the option for sick leave donation.</p>

	<p>a. GAs on an active appointment may irrevocably donate up to forty (40) hours of accrued sick leave to other GAs on an active appointment.</p> <p>b. 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).</p> <p>c. 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.</p> <p>d. 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.</p>		<p><del>a. GAs on an active appointment may irrevocably donate up to forty (40) hours of accrued sick leave to other GAs on an active appointment.</del></p> <p><del>b. 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).</del></p> <p><del>c. 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.</del></p> <p><del>d. 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.</del></p>	
10	7. Use of sick leave accruals under the provisions set forth in this article are protected under Article NONDISCRIMINATION_ARTICLE and Federal and State laws.		<del>7. Use of sick leave accruals under the provisions set forth in this article are protected under Article NONDISCRIMINATION_ARTICLE and Federal and State laws.</del>	Moved above to 5, per PSU Admin structure.
11	<b>Section 2 LEAVES ARTICLE.JURY SECTION – Jury Duty</b>	<b>Section 2 – Jury Duty</b>	<b>Section 2 LEAVES ARTICLE.JURY SECTION – Jury Duty</b>	
12	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.	<ol style="list-style-type: none"> <li>1. When jury duty service interferes with the work assignment of a GA, the employee shall be entitled to leave with pay for such time.</li> <li>2. 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.</li> <li>3. The GA may keep any money paid by the court for such service.</li> <li>4. Upon dismissal from jury service, the GA shall return to their normal duties, as appropriate.</li> </ol>		
13	<b>Section 3 LEAVES ARTICLE.CLOSURE SECTION – University Closure Leave</b>	<b>Section 3 – University Closure Leave</b>	<b>Section 3 LEAVES ARTICLE.CLOSURE SECTION – University Closure Leave</b>	

14	<ol style="list-style-type: none"> <li>The PSU University Closure policy will apply to GAs in the event the University is closed due to inclement weather or disease containment purposes.</li> <li>GAs shall not be required to work during University closures but shall be compensated for all hours they are scheduled to work during the closure.</li> <li>GAs and GRAs shall not be required to use paid leave to accommodate missed time due to University closure, except the use of previously authorized sick leave.</li> <li>GAs working on research projects may be deemed "research-essential GAs" in order to comply with Federal research regulations.</li> </ol>	<ol style="list-style-type: none"> <li>The PSU University Closure policy will apply to GAs in the event the University is closed due to inclement weather or disease containment purposes.</li> <li>GAs shall not be required to work during University closures but shall be compensated for all hours they are scheduled to work during the closure.</li> <li>GAs and GRAs shall not be required to use paid leave to accommodate missed time due to University closure, except the use of previously authorized sick leave.</li> <li>GAs working on research projects may be deemed "research-essential GAs" <b>and are expected to work</b> in order to comply with Federal research regulations.</li> </ol>	Accepted PSU Admin's language addition.	
15	<b>Section LEAVES ARTICLE.UNPAID LEAVE SECTION – Unpaid Leave</b>	<b>Section 4 --Personal Leaves of Absence with and without Pay</b>	<b>Section LEAVES ARTICLE.PERSONAL LEAVES WITH PAY SECTION – Personal Leaves With Pay</b>	We have separated leaves with pay from those without, but have collapsed our sections on Election Days and Immigration Proceedings into the section on Leaves with Pay.
16	<p>GAs who are not OFLA or FMLA eligible may apply to the Office of Human Resources for unpaid Parental and Medical Leave.</p> <p><b>1. Duration of Parental and Medical Leave</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Intermittent leave periods are not available, although eligible GAs may opt to take less than the full twelve-week period of leave.</li> <li>Intermittent leave periods are not available, although eligible GAs may opt to take less than the full twelve-week period of leave.</li> </ol> <p><b>2. Benefit Continuation</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>If the leave is not taken in conjunction with a Graduate Leave of Absence, the GA's tuition and fee remission will remain in effect over the period of the leave.</li> </ol> <p><b>3. Appointment Duration</b></p>	<ol style="list-style-type: none"> <li>Personal Leaves of Absence will be used for leaves of absence that are not covered by the other leaves of absence provisions of this Agreement and/or University, State, or Federal benefit or entitlement programs.</li> <li>Personal Leave with pay of 5 continuous days or less may be arranged by mutual agreement between the GA and their supervisor. <ol style="list-style-type: none"> <li>With supervisor approval, GAs may flex their scheduled work hours to allow for up to five (5) continuous days of leave with pay during each term that they are employed.</li> <li>GRAs and GTAs must make up work hours not worked during the paid leave period within the same academic term that the leave is taken.</li> <li>GAs who are overtime-covered by the Fair Labor Standards Act (FLSA) must make up work hours not worked during the paid leave period within the same work week to avoid loss of pay. "Work week" is defined as a seven consecutive day period beginning Sunday at 12:00 am and ending Saturday at 11:59 pm.</li> <li>With supervisor approval, GAs may work remotely for up to five (5) continuous days in lieu of flexing their scheduled work hours.</li> </ol> </li> </ol>	<p><b><u>1. Personal Leaves of Absence will be used for leaves of absence that are not covered by the other leaves of absence provisions of this Agreement and/or University, State, or Federal benefit or entitlement programs.</u></b></p> <p><b><u>2. Personal Leave with pay of five (5) or fewer continuous days may be arranged by mutual agreement between the GA and their supervisor. Requests for leave shall not be unreasonably denied.</u></b></p> <p><b><u>3. With supervisor approval, GAs may flex their scheduled work hours to allow for up to five (5) continuous days of leave with pay during each term that they are employed.</u></b></p> <ol style="list-style-type: none"> <li><b><u>GRAs and GTAs must make up work hours not worked during the paid leave period within the same academic term that the leave is taken.</u></b></li> <li><b><u>GAs who are overtime-covered by the Fair Labor Standards Act (FLSA) must make up work hours not worked during the same work week to avoid loss of pay. "Work week" is defined as a seven consecutive day period</u></b></li> </ol>	<ol style="list-style-type: none"> <li>Accepts PSU Admin's language.</li> <li>Accepts PSU Admin's language. Adds that requests shall not be unreasonably denied.</li> <li>Acceptance of PSU Admin's language in 2(a). <ol style="list-style-type: none"> <li>Acceptance of PSU Admin's language in 2(b)</li> <li>Acceptance of PsU Admin's language in 2(c). Struck language around remote work since many GAs already engage significantly in remote work, which we believe neither party wishes to restrict.</li> </ol> </li> <li>Protects international GAs who need to travel for elections or immigration proceedings by granting them additional time to "flex". Requires appropriate documentation and notice, but not subject to approval since it is required leave.</li> <li>Retains supervisors' ability to allow schedule adjustments outside of this language.</li> </ol>



	<p>A leave taken does not extend a GA's contractual appointment. If a GA's appointment ends during a leave period, the GA's position and leave period end at the same time.</p> <p><b>4. Leave Requests</b> To request Parental or Medical Leave, a GA must contact the Office of Human Resources.</p>	<p>3. GAs may request a Personal Leave of Absence for time off in excess of five (5) continuous days of leave without pay.</p> <p>a. To request a Personal Leave of Absence, employees must submit a completed <b>Personal/Discretionary Leave Request</b> form to the Office of Human Resources.</p>	<p><b><u>beginning Sunday at 12:00 am and ending Saturday at 11:59 pm.</u></b></p> <p><b><u>4. In addition to the five (5) continuous days of leave offered to all Graduate Assistants, international GAs will not experience loss of pay or reduction of FTE when they:</u></b></p>	
17	<p><b><u>Section LEAVES ARTICLE.ELECTION_SECTION – Election Days</u></b> 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. Provided the GA abides by the provisions of this section, no reduction in FTE or loss of pay will result.</p>		<p>a. <b><u>Travel to a consular agency to vote in their national elections. In such cases, the GA 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.</u></b></p> <p>b. <b><u>Participate in immigration proceedings on behalf of themselves or a family member when compelled to do so during work hours. The GA shall provide their supervisor with written verification from the involved government agency including time and dates relevant to the absence.</u></b></p>	
18	<p><b><u>Section LEAVES ARTICLE.IMMIGRATION_SECTION – Immigration Proceedings</u></b> 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.</p>		<p><b><u>For these required leaves, international GAs must inform their supervisor, but the leave is not subject to approval by the supervisor.</u></b></p> <p><b><u>5. This Section shall not be construed to limit a supervisor's ability to permit additional schedule adjustments.</u></b></p>	<p>1. Accepts PSU Admin's language and adds explicit call out to the ability to take paid medical and family leave for up to 12 weeks.</p> <p>2. Accepts PSU Admin's language.</p> <p>3. Adds health insurance contribution continuation for the minority of GAs who receive health insurance contributions.</p> <p>4. Memorializes existing practice.</p>
19	<p><b><u>Section LEAVES ARTICLE.PERSONAL_SECTION – Schedule Changes for Personal Leave</u></b> GAs may arrange their work schedule to allow for ten (10) days personal leave over the academic year. The 10 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.</p>		<p><b><u>Section LEAVES ARTICLE.PERSONAL LEAVES WITHOUT PAY SECTION – Personal Leaves Without Pay</u></b></p> <p>1. <b><u>GAs may request a Personal Leave of Absence for time off in excess of five (5) continuous days of leave without pay. GAs on a current assistantship may take up to a 12 week Personal Leave of Absence from their appointment as parental leave or to care for their own serious health condition or that of a family member.</u></b></p> <p>2. <b><u>To request a Personal Leave of Absence, employees must submit a completed Personal/Discretionary Leave Request form to the Office of Human Resources.</u></b></p>	

- 3. The University will make the PSU Student Health Insurance Plan available to and continue to pay for the GA's and their family's health insurance during Personal Leaves of Absence taken for parental and medical leave periods at the same level it would pay as if they had not taken leave.
- 4. If the leave is not taken in conjunction with a Graduate Leave of Absence, the GA's tuition and fee remission will remain in effect over the period of the leave.

**Section**  
**LEAVES ARTICLE.UNPAID LEAVE SECTION –**  
**Unpaid Leave**

GAs who are not OFLA or FMLA eligible may apply to the Office of Human Resources for unpaid Parental and Medical Leave.

1. Duration of Parental and Medical Leave

a. 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.

b. Intermittent leave periods are not available, although eligible GAs may opt to take less than the full twelve week period of leave.

c. Intermittent leave periods are not available, although eligible GAs may opt to take less than the full twelve week period of leave.

2. Benefit Continuation

a. 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.

b. If the leave is not taken in conjunction with a Graduate Leave of Absence, the GA's tuition and fee remission will remain in effect over the period of the leave.

3. Appointment Duration

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

4. Leave Requests

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

			<p><b><u>Section LEAVES ARTICLE.ELECTION_SECTION – Election Days</u></b>  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. Provided the GA abides by the provisions of this section, no reduction in FTE or loss of pay will result.</p> <p><b><u>Section LEAVES ARTICLE.IMMIGRATION_SECTION – Immigration Proceedings</u></b>  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.</p> <p><b><u>Section LEAVES ARTICLE.PERSONAL_SECTION – Schedule Changes for Personal Leave</u></b>  GAs may arrange their work schedule to allow for ten (10) days personal leave over the academic year. The 10 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.</p>	
20	<b><u>Section LEAVES ARTICLE.PROFESSIONAL DEVELOPMENT_SECTION – Professional Development</u></b>		<b><u>Section LEAVES ARTICLE.PROFESSIONAL DEVELOPMENT_SECTION – Professional Development</u></b>	
21	In instances where attending a conference, training, or other professional development opportunity is requested by a supervisor or employing unit, the GA shall not be		In instances where attending a conference, training, or other professional development opportunity is requested by a supervisor or employing unit, the GA shall not be	Memorializes an existing practice.



<p>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.</p>		<p>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.</p>	
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