

Policy 3-12: Medical and Parental Leave

Circumstances occasionally occur that prevent college employees from performing the duties of their appointment. Consistent with the college's desire to support the personal and professional development of all members of our community, this policy seeks to reduce the professional and personal stresses that can develop when employees encounter extenuating circumstances that warrant a temporary absence from their duties. The purpose of this policy is to address how the college intends to support its employees during instances of personal and/or family illness, injury, childbirth or adoption.

1. Faculty & Staff

Medical leave for faculty and staff college is governed by [University Rule 5-200A](#).

Parental leave is governed by [University Rule 5-200A](#) for staff, and by [University Policy 6-315](#) for faculty.

2. Graduate Student Employees

Policy Coverage

The term "Graduate Student Employee" includes all graduate students employed by the college in the classifications used by the Graduate School for defining eligibility for the university's Tuition Benefit Program: Graduate Teaching Assistant (TA) (job code 9416); Graduate Research Assistant (RA) (job code 9314); and Graduate Assistant (GA) (job code 9330).

Academic Progress

This policy pertains only to issues related to the individual as a Graduate Student Employee. Issues pertaining to the individual's status as a student and academic progress are addressed in various places in university and departmental regulations, including the Graduate School's [Minimum Registration](#) and [Time Limit](#) requirements and Leave of Absence procedures and the additional requirements of each degree program.

Notification

In the cases of foreseeable events, the Graduate Student Employee should inform his/her supervisor as soon as the circumstances and dates of needed leave are known. For unforeseeable events, notification should be made as soon as possible once the need arises.

Short-Term Absences

Short-term absences, typically less than one week duration, may be requested for a variety of reasons, including, but not limited to, recovery from a minor illness, illness of an immediate family member requiring care by the Graduate Student Employee, or bereavement for the death of an immediate family member.¹ In these instances, the Graduate Student Employee should make the request to his/her supervisor as promptly as possible, so that coverage of duties during the requested short-term absence can be addressed, if necessary. Reasonable requests

¹ For the purposes of this policy, "immediate family member" includes a spouse or partner, parent, or child. A "parent" is the biological or adoptive parent of the Graduate Student Employee or an individual who stood in loco parentis to the Graduate Student Employee when she was a child. It shall also include the parent of the Graduate Student Employee's spouse or partner. "Child" shall include a biological, adopted, or foster child, a stepchild, a legal ward, or a child for which the Graduate Student Employee is standing in loco parentis, who is under 18, or over 18 and incapable of self-care because of a mental or physical disability.

for short-term absences should typically be approved with the Graduate Student Employee's stipend and health benefits maintained and without requiring make-up time.

Extended Paid Leaves

For needed absences from his/her assistantship duties of longer than one week, a Graduate Student Employee must request a formal, extended paid leave. To be eligible for an extended paid leave, a Graduate Student Employee must:

- Be currently appointed on more than a half-time assistantship;
- Be currently enrolled for the number of credit hours appropriate to the Graduate Student Employee's academic status. See [citation];
- Be in good academic standing as required by their degree program and the Graduate School;
- Qualify for either of the following:
 - **Illness/Injury:** The Graduate Student Employee is unable to fulfill the duties of his/her assistantship appointment because of illness, injury, or needing to care for an immediate family member;
 - **New Parent:** The Graduate Student Employee is a man who fathers a child, a woman who gives birth to a child, any person who adopts a child, or the same-sex partner of a birth parent.

The request for leave must be made in writing to the chair of the department providing the assistantship, in consultation with the supervisor for the assistantship, and the Graduate Student Employee's academic committee chair. In the case of illness/injury, the request should be accompanied by a written certification of illness or injury from a health care provider.

If the leave is approved, the Graduate Student Employee will be excused from his/her regular assistantship duties for a period of up to six weeks, or until the end of the appointment (whichever occurs first), immediately following the onset of the illness/injury or the birth or adoption of the child. The Graduate Student Employee will not be required to perform any duties for the duration of their absence. During this time, the Graduate Student Employee will continue to receive the same stipend and benefits as provided by their appointment immediately prior to their leave. Health care benefits, including health insurance, as previously applied to the Graduate Student Employee and their spouse/partner/dependents, will remain unchanged.

A request for an extended paid leave may be denied because of inadequate documentation, repeated requests for short term paid absences or extended paid leaves, documented unsatisfactory performance, incompatibility with funding source guidelines, or insufficient financial resources. In the event that the extended paid leave is denied and the assistantship is to be discontinued during an extended period of absence, the Graduate Student Employee should be referred to the Student Insurance Office (name?)(citation) for consultation regarding the implications of such discontinuation for his/her health insurance coverage, and of the mechanisms available for continuing coverage when the insurance provided by their stipend benefit is no longer in effect.

Return from Leave

A Graduate Student Employee returning from leave during the appointment period of his/her assistantship shall resume the duties of the original appointment. If the original position is no longer available, the student shall be provided an equivalent appointment. If the student is unable to return until after the original appointment ends, there is no guarantee of the

availability of funding upon the individual's return, however, he/she should be considered for future appointments in a manner consistent with all other graduate students from the student's academic program. Taking leave should in no way prejudice future appointments.

Approved by College Council: November 9, 2016