

## DRAFT: TIME-OFF POLICY FOR GRADUATE STUDENTS HOLDING ASSISTANTSHIP APPOINTMENTS

Graduate teaching assistantships, research assistantships and graduate assistantships provide an apprenticeship experience that includes financial support and tuition scholarships to graduate students in pursuit of graduate degrees. These assistantships are viewed as a student position by the University. This apprenticeship complements formal instruction and gives the student experience that can be gained only by performing instructional, research, or administrative activities. It is expected that assistantship responsibilities will not interfere with a student's reasonable progress toward the completion of the graduate degree.

Appointments are awarded with a specific start and end date within a semester, within the academic year, or for a 12 month-time period. Appointments are typically referred to in percentages. Students with 50% appointments are expected to average 20 hours per week. Students with 25% appointments are expected to average 10 hours per week. Students appointed as assistants are not eligible to accrue vacation and sick leave.

Generally, assistants are not expected to be on task on holidays and days when the University is officially closed, although there may be exceptions. All assistants must check with their appointing units to determine when they are expected to be on task in the unit. Assistants who are required to be on task to maintain a specific research-related function on a holiday or when the University is official closed must be given an alternate day off.

Students appointed as **teaching assistants** are not eligible for time-off beyond when the university is officially closed during the academic semester of the teaching appointment, including term breaks when classes are not in session.

Students appointed as **research assistant** may be granted two-weeks of vacation leave in a 12 month contract period beyond the dates when the university is officially closed in accordance with the procedures to request time-off and as stated by the research advisor.

Students appointed as **graduate assistants** are expected to be on task during the contract dates when the University is officially open. Should graduate

assistants be permitted to take time-off by the appointing unit, the time-off must be made up in the unit at other times as determined by the appointing unit.

For short-term illnesses that results in a student not being able to be on task on a particular day, a student should give notice to the supervisor in advance as soon as possible. The supervisor will determine whether and how the time is to be made up due to the short term illness. It is expected that the supervisor and the assistant will work together to determine an appropriate schedule. Supervisors should discuss this topic in advance with their assistants and describe procedures to be followed for requesting absence due to short-term illness. Students who have special medical situations should contact Student Health Services and/or the Office of Disability Support Services for advisement. For medical leaves of absence, students should refer to

<http://catalog.udel.edu/content.php?catoid=12&navoid=459#leave-of-absence-and-parental-accommodation>