



Leaves of Absence for Graduate Assistants

June 13, 2023



Leave for Graduate Assistants


There are four types of leave available to GA's:

- Personal Time with Pay
- Research Leave of Absence
- Required Military Leave of Absence
- NEW: Paid Family Leave of Absence




Leave for Graduate Assistants

Personal Time with Pay

- Graduate assistants are eligible for personal time with pay for up to five (5) days per semester appointment, used in (1) day increments.
 - Personal time is not cumulative from semester to semester.
 - Personal time with pay is managed at the **department level**; graduate assistants are encouraged to contact their supervisor for more information.
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Leave for Graduate Assistants

Research Leave of Absence

- A research leave of absence is managed at the **department level**
 - Graduate assistants are encouraged to contact their supervisor for more information and approval
 - A research leave of absence must be approved using the *Graduate Assistant Research Leave of Absence Template Letter*
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Leave for Graduate Assistants

Military Leave of Absence

- Graduate assistants are encouraged to contact their supervisor if notified of an upcoming military leave of absence
- A military leave of absence is coordinated centrally by UFHR-Leave Administration
 - Orders should be forwarded to UFHR-Leave Administration
 - The Graduate Assistant, Supervisor, and HR Liaison will receive approval from UFHR.

Paid Family Leave for Graduate Assistants

Effective January 1, 2023, graduate assistants are entitled to eight (8) weeks of paid family leave (PFL) every 12 months for one or more of the following reasons:

- The birth of a child and in order to care for that child within one year of birth
 - The placement of a child through adoption or foster care within one year of birth
 - The birth of a child through surrogacy and in order to care for that child within one year of birth
 - The serious health condition of an immediate family member, or
 - A serious health condition of the graduate assistant which makes the graduate assistant unable to perform his or her duties
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Paid Family Leave for Graduate Assistants

Definition of Immediate Family:

Immediate family shall consist of mother, father, spouse, sister, brother, child, domestic partner, or a person in a legal dependent relationship with the employee.



Paid Family Leave for Graduate Assistants


- A graduate assistant must be in at least a second semester of employment to be eligible for PFL.
 - The graduate assistant shall provide the University with written notice not less than 30 days, or in the case of an emergency, verbal notice within 24 hours of taking leave.
 - The leave under PFL is taken as a continuous leave of absence.
 - The University may request medical verification from a health care provider.
 - The graduate assistant is entitled to return to the same or similar position after leave, except if the return date is after the completion of an employment contract.
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Paid Family Leave for Graduate Assistants

- GatorGradCare coverage continues during the leave, and the graduate assistant is responsible for their share of the monthly premium.
- Funding for PFL is expected from existing grant or departmental sources.
- UFHR is working with UFIT to finalize the ePAF and T&L processes in myUFL.



Paid Family Leave for Graduate Assistants

- Paid family leave is exclusively related to leave from the graduate assistant's appointment and assignment.
 - If applicable, the tuition waiver shall be maintained.
 - Any academic/student leave requests must be made and approved through the appropriate University process.
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Paid Family Leave for Graduate Assistants

PFL requests are submitted by the employee through the [UFHR extended leave of absence request portal](#):

UF Leave Request

Please select if any of the following apply:

I do not know the UFID of the employee that this form pertains to

I am submitting this form on behalf of somebody else.

Employee Information

UFID *

Preferred Email Address *

Preferred Phone Number

Anticipated or actual first date of absence *

Position Classification *

Paid Family Leave for Graduate Assistants

- Administration of paid family leave for graduate assistants is managed by UFHR Leave Administration.
- UFHR Leave notifies the supervisor and HR Liaison of any request and approval of paid family leave.
- The notification process matches the current process for Faculty and TEAMS employees
- More information is available at <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/current-employees-status-changes/graduate-assistant-leave-of-absence-process/>
- Paid Family Leave for GA's is contained in Article 8 of the [Collective Bargaining Agreement](#) between the UFBOT and GAU.

Unpaid Leaves of Absence for Graduate Assistants

- The expectation is that all eligible GA's will apply for PFL if needed
- GA's that exhaust paid leave and are unable to return to work in the next semester must be in good academic standing to maintain their GA appointment in the next semester.
- Considerations for the ADA interactive process



**For more information
about PFL, contact
UFHR Leave
Administration**

Central-leave@ufl.edu
352-392-2477

**If you have questions
about tuition waivers
and academic
standing**

Graduate School
gradschool@aa.ufl.edu
352-392-6622

**If you have questions about
the medical withdrawal
process:**

CARE
Medicalpetition@ufsa.ufl.edu
352-392-1261





Questions?

