



Guidelines for Graduate Assistant Leave

Circumstances occasionally occur that prevent graduate assistants (GA, TA, and GAI) from performing the duties of their appointment. Consistent with Youngstown State University's effort to support all members of our community, these guidelines seek to reduce the professional and personal stresses that can develop when graduate assistants encounter extenuating circumstances that warrant a temporary absence from their assistantship duties. The purpose of these guidelines is to outline how instances of personal and/or family illness, injury, childbirth or adoption, and other agreed upon and valid reasons for absence should be addressed by the unit funding the assistantship. These guidelines are intended to ensure that the graduate assistant support be maintained to the extent possible during an approved absence. In the cases of foreseeable events, the graduate assistant should inform his/her direct assistantship 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. It should be noted that leave requests may be jeopardized or denied for reasons including, but not limited to, multiple leave requests, unsatisfactory performance levels, evidence of dishonesty, and insufficient documentation. Furthermore, these guidelines pertain only to issues related to the individual as a graduate assistant. There are separate attendance policies for the individual as a graduate assistant at YSU.

Short-term graduate assistant absences may be requested for valid periods of absences which typically span less than two weeks in duration. In these instances, the graduate assistant should make the request to his/her direct assistantship supervisor as promptly as possible, so that coverage of duties during the requested short-term absence can be addressed. Reasonable requests for short-term absences can typically be approved with all graduate assistant benefits maintained. The graduate assistant should work with the direct assistantship supervisor and the department chair to ensure that the time can be made up in a reasonable manner through creative ways such as working up to an extra five hours per week, working over university breaks, etc. The graduate assistants, the direct assistantship supervisor, and the department chair should agree to this plan in writing through the 'Graduate Assistant Leave of Absence' Form (See below).

For needed absences from graduate assistantship duties of longer than two weeks, a graduate assistant must formally request an extended leave. Long-term absences may be requested for a variety of valid reasons as previously noted. These types of requests should be reasonable and include written documentation related to the reason for absence (such as a letter from a medical doctor, legal documentation, etc.). The request for extended leave must be made to the chair of the department providing the assistantship in consultation with the direct assistantship supervisor. Whenever possible, the department chair should not reassign workload to another graduate assistant. Graduate assistants who are formally approved through the 'Graduate Assistant Leave of Absence' Form will be excused from their regular graduate assistantship activities for the duration of their approved leave. Although tuition remission will continue during the extended absence, graduate assistants will no longer receive the monthly stipend for the duration of their approved leave. The graduate assistant's monthly stipend resume upon successful return to the graduate assistant position within the particular appointment period. Should the graduate assistant require additional leave time beyond the original agreement, this must be formally approved by the department chair in consultation with the direct graduate assistant supervisor through the 'Graduate Assistant Leave of Absence' Form. Should the graduate assistant be unable to return until after the original appointment ending date, there is no guarantee of the availability of a continued graduate assistantship. However, the graduate student would be considered for future graduate assistant appointments in a manner consistent with all other graduate students.



GRADUATE ASSISTANT (GA, TA, GAI) LEAVE of ABSENCE

To be completed by the student:

Name

Banner ID

Email

Academic Program

Leave Requested (select one)

Reason for Leave

Start Date

Anticipated End Date

Impact of Leave (Description should include the department name and assistant's duties/responsibilities)

To be completed by Supervisor:

Approved

Not Approved

Name

Signature

Date

To be completed by the Department Chair:

Approved

Not Approved

Department Chair's plan of action to reassign duties (Extended Leave of Absence only)

Name

Signature

Date

Please email completed form to gradstudies@ysu.edu

Graduate Studies:

Approved

Not Approved

Signature

Date