

GRADUATE STAFF LEAVES

OVERVIEW

AN OVERVIEW OF YOUR LEAVES BENEFITS AS A GRADUATE STAFF MEMBER.

Leaves benefits are an integral part of your total benefits package as a graduate staff member. Let's take a look at some of the types of leaves available to you as a graduate staff member.

Note: Several leave types and days available come with eligibility restrictions (e.g., academic year versus fiscal year employment, length of employment, etc.). For example, the length of an earned/accrued "day" is based on your FTE. If you are .50 FTE, your "day" would amount to four hours. If you are 1.0 FTE, your "day" would be eight hours. For detailed information, review the Graduate Staff Employment Manual referenced in the "Resources" section below.

WHO: Those employed in a **graduate staff position(s)** which carries a minimum of 0.50 FTE/half time/20 hours per week or more or a graduate student with a fellowship administered as an assistantship on the West Lafayette campus are eligible for the leaves listed below, with restrictions.

WHAT: Leaves - otherwise known as time off work. Leaves categories are:

Leave Type	Amount Available
Vacation	Up to 22 days per fiscal year
Holidays	10 paid official university holidays
Employee Sick Leave	10 working days within a 12 month period
Family Sick Leave	Three working days per fiscal year
Paid Parental Leave	Up to 240 hours of paid leave
Bereavement Leave	Up to five working days of paid leave for the death of a relative or coworker
Jury and Witness Duty	Paid leave as a juror or court witness
Military	Paid and unpaid military leave provided
Worker's Compensation	Wage replacement when unable to work due to an on-the-job injury
Unpaid Personal Leave	Available with departmental discretion

Although graduate staff are not often eligible for it, FMLA is available to those who have been employed at least 12 months and have worked at least 1,250 hours in the 12 months preceding the first date for which FMLA is requested.

HOW: All benefits-eligible employees will submit time off through the SuccessFactors Time Off tile via the OneCampus portal at <https://one.purdue.edu>. Log in with your Purdue username and [BoilerKey](#) information. Be sure to work with and inform your supervisor / department of any planned leave requests

- What about going on unpaid leave?

When you aren't being paid, voluntary benefit premiums can't be deducted. Each voluntary benefit is administered by the insurance carrier for that particular benefit. When you go on unpaid leave, you need to make arrangements directly with the insurance carrier to keep your premium payments up-to-date and your insurance in effect.

OTHER REQUIREMENTS:

Reportable Outside Activity

Employees may use paid vacation leave or unpaid personal leave for their approved outside activities

- Review [Conflicts of Commitment and Reportable Outside Activities](#) (III.B.1)
- Review [Individual Financial Conflicts of Interest](#) (III.B.2)

[Operating Procedures for Submitting and Reviewing Reportable Outside Activity Forms](#)

Change of Duty Station

Requirement when employee's normal work duties will be performed for more than 22 work days away from their hiring campus, must be approved prior to making travel plans

[Change of Duty Station information](#)

[Change of Duty Station Request](#)

Note: Request must be made in advance of beginning work from the alternate location

RESOURCES:

[Graduate Staff Employment Manual](#)

Documents current policies and practices related to the employment of graduate staff members.

[Purdue University Policy Office - Graduate Staff Benefits Standard](#)

Reflects the Purdue University Standard and includes contacts, definitions, leaves, related documents and more.

[Human Resources - Leaves, Disability, and Time Off for Benefits-Eligible Graduate Staff](#)

Information and contacts around leaves and leave/time off requests.

QUESTIONS:

Please direct any questions to Human Resources – Benefits, 765-494-2222 or hr@purdue.edu

Your benefits. Your choices. Your well-being.