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:

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

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.
OTHER LEAVES:

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

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.

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

GRADUATE STAFF
Open Enrollment
July 1 through September 7
ends 5 p.m. ET September 7