



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/acrued "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.

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 - Graduate Staff Open Enrollment website](#)

Offers information on enrollment, graduate staff benefits, benefits-related resources, contact information and more.

QUESTIONS:

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

GRADUATE STAFF Open Enrollment

July 1 through September 8
ends 5 p.m. ET September 8

Your benefits. Your choices. Your well-being.