

WORK CALENDAR, UNIVERSITY HOLIDAYS, AND LEAVE

Graduate assistants are expected to develop a plan with the department of employment in which they will meet the service obligation to which they have agreed. As with all professional employees, graduate students are expected to communicate with their employer in a timely manner if absences occur or if they are unable to fulfill their responsibilities.

Graduate assistants will be expected to work their average hours during the typical nine-month Academic Calendar, including during the exam period. Graduate assistants holding nine-month appointments are entitled to the official University holidays and/or breaks accorded nine-month faculty. Graduate assistants with 12-month appointments are entitled to the official University holidays accorded to 12-month administrative staff.

Graduate assistants are not required to work during the following circumstances:

- Fall Break, Spring Break and the holiday break between fall and spring semesters
- State holidays such as Thanksgiving (Thursday and Friday), Memorial Day, 4th of July, Martin Luther King, Jr. Day, etc.
- When the university is officially closed for emergencies

Any expected deviation from the typical calendar must be specified in the offer (e.g., being present to feed lab animals during holidays, working on weekends or at night, etc.) Graduate assistants do not accrue leave. They are expected to work typical hours per week according to the calendar specified by their program.