

## ABSENCE POLICY

**SICK LEAVE:** To report sick leave or if you are otherwise unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the instructor of record (if you are a teaching assistant), as well as send a notification to [psychabsencegtf@uoregon.edu](mailto:psychabsencegtf@uoregon.edu) to alert the Department Head, the Chair of the Graduate Education Committee, and the Business Manager. This notification should include your name, your 95#, the day(s) and date(s) of your illness/absence. Also indicate if a substitute may be able to pick up your duties while you are out – if so, providing the course name, room number, and time would be very helpful to your GE sub. To the extent possible, provide detailed information about where you left off in your active assignments (e.g., in the previous class in the case of a teaching GE). This notification should occur as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. In the case that you are unable to provide this notification, you may designate someone to make your notification and provide the necessary information to the individuals listed above using this protocol.

*If you are a teaching assistant in a class, do not cancel the class without permission from the instructor of record.*

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.

**COVERAGE FOR TEACHING GEs or GEs WHO TEACH LAB SECTIONS:** If possible, recommend an appropriate substitute to take your class when notifying the instructor of record and [psychabsencegtf@uoregon.edu](mailto:psychabsencegtf@uoregon.edu), as outlined above. If no appropriate substitute can be found, the Department may elect to cancel the class.

**SUBSTITUTIONS:** Each GE position that is primarily a teaching assistant or administrative assistant (that is, all assignments excluding research, instructor-of-record, lab/discussion leader, and human subjects coordinator assignments) will have 2% of the hours associated with the assignment (rounded down to the nearest hour) reserved for substitution in another course, for things such as proctoring exams and grading. For example, a .49 FTE requires up to 215 hours of work, of which 4 hours will now be reserved for substitution in another course.

If a particular substitution assignment requires no specialized knowledge (for example, proctoring an exam or grading scantrons), the assignment will be made by randomly selecting from all students with available substitution hours. If specialized knowledge is required (for example, grading essays), the assignment will be made by randomly selecting from those students who possess the specialized knowledge. For any assignment, if the selected student has a scheduling constraint that would prevent them from completing the assignment, they will go back in the pool and the assignment will be given to the next randomly-selected student. After a student has completed a substitution assignment, they will be taken out of the rotation until everyone in the pool has been given a substitution assignment, and then a new rotation would begin after re-randomizing the order (students will be removed from the pool altogether when they have reached the limit of their substitution hours for the term). Furthermore, if an instructor indicates that they will require a GE to work the full number of hours associated with

a given FTE (e.g., 215 hours for a .49, leaving no time for substitution), that GE can be removed from the substitution pool for the term (students who suspect that this may be the case for their assignment should confirm this with the instructor, and have the instructor report that to me).

Please track your substituting hours and email [psychabsencegtf@uoregon.edu](mailto:psychabsencegtf@uoregon.edu) (which will alert the Department Head, the Chair of the Graduate Education Committee, and the Business Manager) if you believe you will likely exceed the total hours allocated for substitute work.

Occasionally, substitutions will require more hours than are built into your FTE (see Section 8, Work Assignments). Under these circumstances, if the Department Head or the Chair of the Graduate Education Committee asks you to substitute for another GE who is on leave and you perform the substitution, you will earn hourly compensation of 1.50 times your current rate for sick leave substitution, or 1 times your current rate for other substitutions (family or medical leave, leave without pay, etc.).

**MAKE-UP WORK:** If you are a GE who is a teaching assistant, please check with the instructor of record to determine when and how any missed work will be made up.

**PLANNED ABSENCES:** If you are an instructional assistant GE and you are planning an approved absence during any working days of the term, notify the instructor of record of how to reach you, assuming it will be possible to reach you. If you are a GE who is instructor of record, email [psychabsencegtf@uoregon.edu](mailto:psychabsencegtf@uoregon.edu) (which will alert the Department Head, the Chair of the Graduate Education Committee, and the Business Manager) that you will be gone and provide information how to reach you, if it will be possible to reach you.

Information about GE absences - - including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition - - can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>.