Please review the following information about paid GTF sick days and pay for GTF sick leave substitutes.

- If the department asks a GTF to substitute for another GTF who is out sick, the substituting GTF will earn hourly compensation of 1.5 times their current rate in Banner unless the GTF’s GDRS, job description, or workload allocation sets aside hours for substituting.
- Substitute pay is only given for approved substitutions due to GTF illness. The substitute will have needed to have received department approval to substitute. This substitute pay is not applicable for coverage for any reason other than claimed sick time (e.g. substituting for a GTF that is at a conference is not covered).
- Substitute pay does not include prep time (i.e. substitute pay is only for the specific lecture/lab/discussion time, office hours being covered, etc.).
- GTFs accrue two sick days per term they work; they accrue an additional day during their first appointment in an academic year (Fall-Summer).
  - Sick leave is accrued at the start of each term
- GTFs accrue a maximum of 10 sick days (accrual stops at 10 days). The maximum amount of sick days that can be claimed is therefore 10 days.
- Except for parental leave, GTFs must exhaust sick leave prior to taking unpaid leave or reducing their GTF FTE for illnesses or other covered circumstances.