

GTFF PROPOSAL 9_5_14

ARTICLE 28

ABSENCES

Section 1. Medical Hardship Release Time

a) If a GTF requires leave from more than one work week due to a documented medical need, that GTF shall be eligible for up to two (2) weeks of medical hardship release time in a consecutive twelve (12) month period beginning the second week of the initial employment period when unable to meet employment obligations because of personal illness, injury, medical appointment, medical procedure, or other disabling medical condition, or because of the illness, injury, medical appointment, medical procedure, or other disabling medical condition of a child, spouse (or equivalent in accordance with Oregon state law), or parent.

b) If a GTF cannot reasonably make up missed worktime due to missing more than one work week, they may apply to the graduate school and receive special hardship release time from duties. They must provide documented medical need and the graduate school will notify their employing unit of the number of hours the GTF will not be made to make up for due to the GTFs absence. All GTFs will be allowed up to two (2) weeks of hardship release time per year pending approval of the graduate school on a case by case basis, determined based on documented medical need. Medical hardship release time may only be accessed after one week of regular duties have been missed. The initial week of absence must be made up. No GTF will be rejected based on lack of university funds.

c) No GTF shall lose tuition waiver, health insurance eligibility, or other work benefits due to accessing medical hardship release time.

For the purpose of determining the number of medical hardship release days available,

- 1. a scheduled work day shall be defined as a day containing scheduled work commitments including, but not limited to, lectures, recitations, labs, office hours, and staff meetings;*
- 2. a week shall be defined as the number of scheduled work days in a calendar week; and*
- 3. the total medical hardship release days eligibility shall be determined by multiplying the number of scheduled work days in a week by two (2).*

For the purpose of determining the percent of medical hardship release time used, divide the number of scheduled work days missed because of personal or family illness or injury, by the total medical hardship release time eligibility.

Section 2. Absence Due to Illness

Departments will follow the following processes for absences due to illness, when those absences are less than one work week.

b) ~~Section 1.~~ Notification

It is the GTF's responsibility to complete the duties assigned to him/her in a given term. If it is impossible to report for work to complete assigned duties or meet a class as scheduled because of accident, illness, or the death of an immediate family member, the GTF should notify his/her supervisor or other designated department faculty/staff member (e.g., department head) the day before, if possible, or by 8:00 a.m. on the day to be missed.

c) ~~Section 2.~~ Missed Class

In the case that the GTF will miss a class, the department may ~~require~~*ask* that the GTF attempt to find a substitute. *In no instance shall the GTF pay or otherwise compensate the substitute GTF, staff or faculty person.* The designated department faculty/staff member will also try to find a substitute. *If possible,* the GTF will provide the department faculty/staff member with information about the class to be covered (e.g., where he/she left off in the previous class). If no substitute is found, the department may elect to cancel the class.

d) ~~Section 3.~~ Missed Duties

For duties missed not related to a class meeting, the designated department faculty/staff member or supervisor will work with the GTF to determine when and how the work will be made up when appropriate.

e) ~~Section 4.~~ Departmental Policy

Departments/hiring units are required to have a GTF absence procedure documented *in the GDRS. Optionally the procedure may also be listed in the GTF/graduate student handbook and/or on its website.* The designated department faculty/staff member will be clearly identified in the documented procedure.

~~Section 5. Prolonged Absences~~In the case that a GTF will be absent for a period of greater than five (5) consecutive working days (one week) he/she may be entitled to the Family and Medical Leave Provision outlined in Appendix B.

Section 3. New Child Accommodation

The University will provide GTFs with unpaid leave upon the birth or adoption of a child as provided by the Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). A GTF who takes parental leave under FMLA or OFLA may take the first two (2) work weeks of such leave without loss of pay or making up of work duties as a new child accommodation time. If both parents are GTFs, both parents are entitled to this new child accommodation time. GTFs may additionally use their medical hardship release time for up to two additional weeks (for a total of up to four (4) weeks new child accommodation time). Based on the timing of the birth or adoption, this new child accommodation time may extend into a second term. Should this amount of new child accommodation time be insufficient for parenting or related needs, the GTF may use Unpaid Leave under the Family Medical Leave act pursuant Appendix B, Section 1.

The University will continue to provide Employer contribution to the GTF's health benefits during the new child accommodation time. All benefits and compensation as outlined in this CBA shall continue during new child accommodation time.

Section 4. Bereavement

a) GTFs will be granted the amount of time off without reduction in FTE or loss of pay that is required to attend the funeral, memorial, or other similar services or gatherings, and/or to make arrangements necessitated by the death of any of the following:

The GTF's spouse or significant other non-related person living in the GTF's household or the child, parent (including step-parent or the significant other of a parent), grandparent, sibling, grandchild (or spouse/significant other of any of the preceding) of either the GTF or the GTF's spouse or significant other.

b) A GTF experiencing bereavement upon conclusion of a pregnancy, in cases other than live birth, shall be granted bereavement leave.

c) If more than five (5) total working days is needed, the GTF may request an extension of the bereavement leave for a period of time not to exceed fourteen (14) calendar days. If the GTF requires medical hardship release time due to extended bereavement needs the GTF may apply to the graduate school.

Section 5. Covering for Absent Employees

It is the responsibility of the University to determine if there is a need for, and if so, assign a temporary replacement for an absent GTF. In no case will a GTF be required to pay for the replacement work or coverage. If a GTF is assigned to cover the responsibilities of an absent GTF and those duties exceed the replacement GTF's current FTE workload allowance, the GTF shall be compensated with the creation of a GTF appointment, an increase in their current FTE, or at the perhour rate defined below during the period spent covering such responsibilities (rounded to the nearest halfhour).

The perhour rate shall be calculated as follows:

Multiply by three the contractual minimum .49FTE equivalent salary rates for the term in which the substitution takes place. Divide that product by 215 hours. The result is the per-hour rate.

Work performed to cover such responsibilities that is compensated at the hourly rate will not count towards calculating the employment FTE.