

**ACADEMIC STUDENT EMPLOYEE LEAVE OPTIONS** ([link to full policy](#))

**Short Term Leaves**

ASEs are expected to contact the supervisor to request leave as soon as the need for the leave becomes known but not less than one (1) working day in advance of the commencement of the leave unless the leave is for an unanticipated personal or family illness or bereavement. Requests for leave shall be made in writing with information about the nature of the leave and probable duration. Upon request, the ASE will be required to provide appropriate documentation. While it is the University’s responsibility to make arrangements for coverage, the ASE will assist as reasonably possible.

Type of Leave	Pay	Allowance	Additional Notes
Adoption	Paid	2 days per quarter	Prorated for appointments other than 50%
Bereavement	Paid	5 calendar days per occurrence	
Birth	Paid	2 days per quarter	Prorated for appointments other than 50%
Care of a Child or Family Member	Paid	2 days per quarter	Prorated for appointments other than 50%
Family Emergency	Paid	2 days per quarter	Prorated for appointments other than 50%
Immigration Appointments and/or Hearings	Paid	2 days per quarter	Prorated for appointments other than 50%
Jury Duty	Paid	Length of jury service	Verification of service to be provided upon request
Military	Paid	Length of military service	
Personal Illness and/or Disability	Paid	2 days per quarter	Prorated for appointments other than 50%
Sick Protected	Paid	May designate up to 2 days of existing leave per quarter	Each day equivalent to their regularly scheduled work hours for that day

**Long Term Leaves**

ASEs are requested to coordinate long-term leaves with their supervisor and HR representative at least 30 days in advance whenever possible.

Type of Leave	Pay	Allowance	Additional Notes
Care and Bonding of a Newborn or Newly Adopted or Newly Fostered Child	Paid	8 weeks per academic year, leave must be taken within 1 year of child’s birth or placement.	For Salaried ASEs
Care for a Family Member with a Serious Health Condition	Paid	8 weeks per academic year	For Salaried ASEs
Pregnancy, Childbirth, or Related Medical Conditions	Paid	8 weeks per academic year	For Salaried ASEs; Should run concurrent with unpaid Pregnancy Disability
Pregnancy Disability	Unpaid	4 months	Should run concurrent with Long-Term Pregnancy Leave
Serious Health Condition	Paid	8 weeks per academic year	For Salaried ASEs

**Additional Unpaid Leaves**

Existing leave balances should be used before individuals reach out concerning unpaid leave. When circumstances exist where an individual has insufficient leave balances for requested time off, such leave may be granted at the discretion of the hiring department. The hiring department is not obligated to grant such requests. If the request for unpaid leave is associated with care for themselves or a family member due to a serious health condition or other potentially protected reasons, the student employee should reach out to their supervisor and/or HR contact to discuss leave options.

**HOW TO REPORT LEAVES**



Inform your supervisor of immediate leave needs  
 \_\_\_\_\_ OR \_\_\_\_\_  
 Coordinate future leaves with your supervisor and/or HR representative



Report your leave in [Ecotime](#)

- Current pay cycle leaves are [entered as exceptions](#).
- Future pay cycle leaves can be [requested as time off](#).