

ARTICLE 24

GSR PERSONAL TIME OFF

New provisions under Section A.5 are effective 120 days from ratification.

A. GENERAL CONDITIONS

1. The provisions in this Article shall only apply to GSRs, GSRAs, GSR Trainees, and GSR Fellows as defined in Article 01B – GSR Recognition. GSR personal time off may not be used as paid leave in any non-GSR concurrent appointment (e.g., TA, AI, Reader, Tutor).
2. Eligibility for pay status during time off is determined by the funding agency. If the funding agency establishes provisions for pay status during time off (including for “Vacation” and “Sick Leave”) that are more generous than this Article, then this section does not apply.
3. GSRs with an appointment of 25% or more for a minimum of one full month are eligible to use personal time off with pay during the length of the appointment. GSRs with a full twelve-month appointment are allotted twelve (12) workdays of PTO within each full twelve-month appointment period. For shorter appointments, the total number of PTO days available for use in accordance with Section A.4 will be calculated as one day per month for every full month of appointed service (e.g., a GSR who is appointed for one full quarter is allotted 3 days of PTO for that quarter that they may use at any time during that quarter.)
4. At the commencement of an appointment, the amount of personal time off allotted for the appointment period shall be calculated and communicated to the GSR in the appointment letter; any rollover PTO from prior appointments in accordance with Section A.5 will not be communicated in the new appointment letter. Personal time off is available for use on the first day of a GSR’s appointment, in accordance with Section B below.
5. Unused Personal Time Off
 - a. Personal time off not used when the GSR’s appointment concludes, including when a GSR leaves the appointment prior to the established appointment end date, expires and may not be carried over or paid out.
 - b. Reappointment Considerations
 - i. In the event of reappointment, PTO not used during prior appointments shall rollover when all of the following conditions are met:
 - a) the GSR is reappointed under the same PI/supervisor;
 - b) without a break in service as a GSR (i.e., the GSR appointments are back-to-back), except as described in Section A.5.b.ii below;
 - c) the total PTO available to a GSR may never exceed eighteen (18) days;

- ii. If the break in service as a GSR is thirty (30) calendar days or less, the GSR's previously unused PTO will only rollover upon written request by the GSR within thirty (30) calendar days from the start date of their reappointment.
 - iii. For example, a GSR who is appointed January 1 to March 31 and receives 3 days of PTO during that appointment period, is reappointed under the same PI/supervisor from April 1 to June 30; they receive 3 additional PTO days, and since there is no break in service in a GSR title, may use any unused PTO from the January 1 to March 31 appointment and may use all 6 PTO days during the spring quarter if they had not previously used any PTO.
6. Use of personal time off is recorded in full day increments. Approved absences of less than a day do not require the use of personal time off. For the purposes of this Article, a "day" means the GSR's regular workday. GSRs on a reduced schedule are charged a full day of personal time off when absent for their entire reduced time "day".

B. REQUESTING AND USING TIME OFF

1. Use of time off provisions contained in this Article requires the advance approval of the University.
 - a. A GSR shall submit requests for personal time off to their supervisor in accordance with the provisions of Section B.2, below. When making such requests, GSRs should attempt to request time off that minimizes the effect on their research.
 - b. The University may deny requests for personal time off based on operational needs, in accordance with the provisions of Sections B.2 and B.3, below.
 - c. The University shall not unreasonably deny a GSR's request for personal time off.
2. GSRs are expected to communicate with the supervisor to request personal time off as soon as the need for the time off becomes known. The request must include the information needed by the supervisor to assess the operational impact of the absence.
3. If the supervisor requires that the GSR's request be made in writing, or if the GSR submits the request in writing, the supervisor's response will be made in writing. The supervisor should respond to the request for personal time off as soon as practicable.

C. CAMPUS CLOSURE

1. During a campus closure that results in a closure of an individual lab/unit, GSRs in that lab/unit shall have the option to use personal time off in order to be paid for the closure days.
2. If GSRs are required to work during a closure, they shall be paid for each day worked and not be required to use personal time off.