

IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

DEPARTMENT OF ECONOMICS

Interoffice Communication

Leave Policy for Graduate Assistants

Many of you may be considering taking the opportunity for some time away from campus during semester and/or summer breaks. As you make your plans, please be sure you are aware of the requirements for your assistantship appointments with regard to availability for duties.

Graduate Assistants have an important role in the work of the University, and their campus presence is important to the operation of the department. Absence from campus should be discussed in advance with the instructor of the course to which they are assigned (TAs) and/or faculty members for whom they are working (RAs). Graduate Assistants who are absent without prior approval risk loss of eligibility for future funding, at the discretion of the Director of Graduate Education.

- **Fall semester:** Teaching assistants will be available for duties beginning on the Wednesday prior to the start of classes for fall semester. At the end of the semester, TAs are available through grading of final examinations and submission of grades. TAs who are not available during these times will generally have their salary reduced in proportion to the time they are absent.
- **Spring semester:** Teaching assistants will be available for duties on the Thursday prior to the start of classes for spring semester. At the end of the semester, TAs are to be available through grading of final examinations and submission of grades. TAs who are not available during these times will have their salary reduced in proportion to the time they are absent.
- **Research assistants** will be available for duties throughout the duration of their appointment. Research assistants need to check with their supervisors for their responsibilities, if any, during semester breaks. RAs who are not available during these times will have their salary reduced in proportion to the time they are absent.
- In all cases, any graduate assistant planning to be away from campus in excess of one week, regardless of appointment status or assignment, must notify the Graduate Studies Office and provide contact information for the period of leave. This information should be provided as soon as leave arrangements are made and approved by the supervisor.