November 14, 2018

MEMORANDUM

TO:     Department Heads, College of Engineering
        Division Heads, TEES

THROUGH:    Dr. M. Katherine Banks
            Vice Chancellor and Dean of Engineering

FROM:    Dr. Harry Hogan
          Associate Dean for Graduate Programs

SUBJECT: Employment during the Winter Break – Graduate Assistants

As we approach the end of the fall semester, it is imperative to remind supervisors that graduate assistants are NOT eligible for holiday pay and are therefore expected to work a regular schedule during the semester break (December 17, 2018, through January 13, 2019). Unless documented otherwise, Graduate Assistant Teachers (GATs) and Graduate Assistant Researchers (GARs) will be paid during this timeframe. Graduate Assistant Non-Teaching (GANTs) employees will continue to submit hours worked through Workday.

However, if a graduate assistant is not performing work or has requested to take a break during this period, the individual should be placed in an unpaid time off status. In order to accommodate these requests in an efficient manner, I am authorizing each department to place GATs, GARs, and GANTs in an Unpaid Time Off status for the winter break given the individual is in good academic standing and will be enrolled and return to his/her assistantship position in the spring. To account for these individuals, each department should identify all impacted graduate assistant employees and prepare a Graduate Assistant Request for Unpaid Time Off form (attached).

It is also important to note that graduate assistant employees may work up to 29 hours per week with prior approval from Office of Graduate and Professional Studies. An Academic Department Approval for Graduate Assistant >50% Effort Request form will need to be completed and approved prior to working any additional hours.

Attachments

c:     N. K. Anand
       D. Slaydon
       M. Mitchell
       Academic Advisors
       Dept. Business Administrators
       Graduate Instruction Committee (GIC)