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**Subject:** Reminder: Graduate Assistant Paid Leave  
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Reminder: Graduate Assistant Paid Leave

Graduate Assistant Policies and Procedures (GAPP) (<https://hr.wisc.edu/policies/gapp/>) established in 2019 details the generous paid leave benefits available to eligible student assistants.

- Many graduate assistant appointments are eligible for **paid sick leave**.
  - TA, PA, and RA are eligible
  - amount based on length of appointment; not prorated for FTE
  - employee is not required to find a replacement when on sick leave
  
- Some graduate assistant appointments are also eligible for **paid vacation**.
  - PA and RA are eligible (A-basis only)
  - 180 hours per fiscal year at 100% FTE
    - Prorated for FTE and length of appointment

How you can help: Please share this information with others as needed. While it is often the direct supervisor who tracks leave usage, Departmental HR/Payroll staff should be aware of provisions for paid leave and ensure it is provided as needed, tracked and monitored. Notify L&S HR (Laura Fisk) if the student assistant will need to go on unpaid leave.

Please see these resources for more information:

- Graduate Assistant Policies & Procedures (GAPP): <https://hr.wisc.edu/policies/gapp/>
- L&S Student Assistant Leave KB: <https://kb.wisc.edu/ls/24845>
- Questions? Please contact HR Associate Director Laura Fisk ([laura.fisk@wisc.edu](mailto:laura.fisk@wisc.edu))