



## Student Assistants - Paid Leave Summary

	Sick Leave	Vacation Leave
<b>Eligible Employees</b>	Project Assistant (PA) Research Assistant (RA) Teaching Assistant (TA)	Project Assistant (PA) - A-Basis only Research Assistant (RA) - A-Basis only
<b>Earned, or Credited</b>	Credited based on length of appointment	Earned during appointment
<b>Amount</b>	Not Prorated for FTE (non-FTE positions can earn sick leave) Based on length of appointment  Academic year or calendar year = 96 hours Semester = 48 hours Other = 8 hours each 30 days (or portion)	Prorated for FTE (non-FTE positions do not earn vacation) Prorated for length of appointment  Earned at 180 per fiscal year if 100% (prorated for FTE and length)
<b>Carryover</b>	Carryover allowed from appointment to appointment, within same dept and same title, from one academic year to next or within academic year (as long as no more than 2 week break between)  New leave + carryover cannot exceed 96 hours	No vacation carryover allowed
<b>Increments Used</b>	PA: 15 minute increments RA/TA: 1 hour increments	PA: 15 minute increments RA: 1 hour increments
<b>Unused Leave</b>	Unused leave is not paid out	Unused leave is not paid out
<b>Leave Used for Absence</b>	Amount of Leave used, based on FTE and length of absence: Example: 50% FTE appointment (.50) for 1 week absence = (FTE % x 40 hours) = .50 x 40      20 hours for 1 week for 1 day absence = (weekly amount / 5) = 20 hours / 5      4 hours for 1 day	

### Tracking Leave

- leave is tracked manually by the department (is not entered in timekeeping or in HRS)
- can use any tracking method that works – see sample on [L&B KB](#)

### Sick Leave Coverage

- If using sick leave, the grad assistant does not need to find their own replacement

### Helpful Resources

- L&S KB “L&S Student Assistant Leave”: <https://kb.wisc.edu/lis/24845>
- [Graduate Assistant Policies and Procedures \(GAPP\)](#) – “Leave Benefits”
- L&S Human Resources Associate Director ([laura.fisk@wisc.edu](mailto:laura.fisk@wisc.edu), 608-265-3333)