The University of Maryland, Baltimore Graduate School Graduate Assistant Policies and Guidelines indicate that Graduate Research Assistants (GRAs) are not covered by UMB Faculty and Staff leave policies. Instead the Graduate School recommends that GRAs be provided with “two weeks of leave, each calendar year and a limited amount of time for absence due to unexpected sickness, family or other emergency” (UMB Graduate School Graduate Assistant Guide 2014-2015), full document available at: http://www.graduate.umaryland.edu/documents/graduate%20assistantship/GA_Guide2014%202015.pdf

The Social Work PhD Program has operationalized this policy as follows: **Full time 10 month GRAs** (those who work 20 hours per week for 10 months –usually September 1 through June 30) will receive 40 hours (20 hours times 2 weeks) of paid leave to be used during the 10 month GRA period. In addition, GRAs will receive the 13-14* holidays that faculty receive from September 1 through June 30 at a rate of 4 hours per holiday. Generally, holiday leave will be used for the times when the School of Social Work is closed (e.g. Labor Day, Thanksgiving, winter break, spring break). Please note that a GRA who would typically work a 10 hour day on Mondays would only receive 4 hours of leave for a Monday holiday and would need to either work the other 6 hours at some other time during the week or would need to use leave to cover the remaining 6 hours.
**Half time 10 month GRAs** (those who work 10 hours per week for 10 months) will receive half of the above leave (i.e., 20 hours of paid leave plus 2 hours for each of the 13-14* holidays).

**Full time 12 month GRAs** (those who work 20 hours per week for 12 months – usually September 1 through August 31) will receive the same leave as full time 10 month GRAs, plus the one additional holiday that faculty receive during July and August. In addition, 12 month GRAs will receive one additional week (i.e., 20 hours) of leave per year.

**Half time 12 month GRAs** (those who work 10 hours per week for 12 months) will receive half of the above leave (i.e., 30 hours of paid leave plus 2 hours for each of the 14-15* holidays).

“Advance” leave—it is expected that GRAs will work the entire period of their assigned GRA and therefore, they may take leave (e.g., holiday leave) before it is earned.

However, this may not be possible for all GRAs and all leave taken before it is earned (i.e., “advance” leave) must be approved by the faculty supervisor.

Sick or Emergency Leave—there is no predefined amount of sick or emergency leave for GRAs, however, faculty supervisors must approve such leave. Abuse of the leave policy may be cause for termination of a GRA.

* The additional holiday is for Election Day, which is only provided during major election years, such as 2016.

GRA Leave Policy-Approved and adopted 10/2/08. Updated 2014