

# Department of Psychology

## Graduate Associate Absence Policy & Procedures

Documentation needs to be submitted by GAs employed by the University for any absence taken during instructional time while on appointment. (i.e. for sick leave, medical appointments, canceling class, etc.) If the absence/ leave occurs in the summer when the GA is not employed or on the break between semesters, no documentation is required.

The [Graduate School Handbook](#) outlines the [Guidelines for Short-Term Absences and Leaves of Absence](#) for Graduate Students appointed as GAs, Fellows, and Trainees. There are two types of leaves: short-term absences (generally 1-3 days, personal illness) and leaves of absences (generally > 2 weeks, serious health condition/ other)

The Department of Psychology will require documentation for the following GA absences:

1. If the short-term absence involves travel to a conference that the GA is requesting a T# for, the GA must follow the Psychology Department [https://services.psy.ohio-state.edu/documents/Psychology\\_Travel\\_Request\\_Form.pdf](https://services.psy.ohio-state.edu/documents/Psychology_Travel_Request_Form.pdf) to document their absence. (Note: a leave of absence for research purposes beyond 1-3 business days during class time will not generally be approved.)
2. If a GTA becomes ill (even just missing one class they instruct), the GTA should complete the form [Request for leave- funded graduate students](#) and note the arrangements you have made to ensure that the course material will still be covered upon return or list the colleague who will substitute for you. If you have to miss a scheduled class please follow steps below:
  - a.) Call the Main Office 614-292-8185 to report absence and request that a note be placed on your classroom door indicating the class has been cancelled.
  - b.) Notify your faculty supervisor for the course. (See GTA descriptions, <http://www.psy.ohio-state.edu/graduate/html/tajobs.pdf> if you are unsure of your faculty supervisor for a particular course.)
    - i. If you miss more than 3 courses a semester you must submit faculty advisor written approval that the situation has been discussed.
  - c.) Notify students via email/Carmen as soon as possible and follow up with them to let them know how any deadlines will be affected.
3. Submit the completed form and documentation to Graduate Program Coordinator Mary Jones in 211 Psychology Building ([jones.3308@osu.edu](mailto:jones.3308@osu.edu))
4. Wait for an email from Mary Jones regarding the status of the request.

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5. If the above does not apply, *no later than 3 weeks prior to a leave date for anticipated leaves* (childbirth, adoption, surgery, etc.) complete the [Request for leave- funded graduate students form](#) and send to the Director of Graduate Studies and your Faculty Advisor for approval. Make sure to attached the appropriate documentation:
  - a.) A personal letter stating the reason for leave, dates, anticipated return to program, etc... for leaves > 3 business days.
  - b.) The medical practitioner's letter for serious health conditions. (This does not need to indicate the condition, just that you are being treated by the physician.)
  
6. We understand that there may be situations not covered and we will work with you regarding absences on special circumstances on a "case by case" basis.