

Time & Attendance Quick Guide - GSRs

GSR Leave Reporting

- As salaried employees, GSRs submit monthly leave reports. GSRs may record personal time off (PTO) or various leaves such as short-term or long-term leaves.
- GSRs with an appointment of at least 25% for a minimum of one (1) full month are eligible to use PTO. PTO will be allocated at a rate of one day per month for every full month of appointed service (*i.e.*, if a GSR has an appointment for one (1) quarter, they receive three (3) PTO days).
- PTO is recorded in one (1) day increments. Approved absences of less than a day **do not** require the use of PTO. A “day” means the GSR’s regularly scheduled workday. GSRs on reduced schedules are charged a full day of PTO when absent for their entire reduced “day.”
- GSRs must obtain approval from their supervisor prior to using PTO.

Supervision

GSRs are generally supervised by the PI of the grant funding their position.

Winter Closure

GSRs record PTO days during the winter closure if they do not work.

GSR Leaves

Short-Term Leaves: GSRs who take an eligible leave may request up to two (2) days of paid leave per quarter for quarter campuses and up to three (3) days of paid leave per semester for semester campuses.

Long-Term Leaves: GSRs are eligible for up to eight (8) weeks of paid leave per academic year for leave taken for a qualifying reason.

Leave days should be recorded in one (1) day increments.

See [Article 17](#) and the [Expansion of Paid Sick Leave Side Letter](#) for short-term and long-term leave guidance and connect with your leave administrator to ensure eligibility.

Time & Attendance Quick Guide - ASEs

ASE Leave Reporting

Teaching Assistants: As salaried employees, TAs submit monthly leave reports. TAs may record various leaves such as short-term or long-term leave. Leaves are recorded in one (1) day increments. Approved absences of less than a day **do not** need to be recorded.

Readers and Tutors: As biweekly FLSA exempt employees, Readers and Tutors must submit biweekly timesheets to record actual hours worked to the nearest quarter hour in each biweekly pay period they are appointed.

Supervision

ASEs are generally supervised by the Instructor of Record for the class the ASE is supporting.

Winter Closure

ASEs do not record leave time during this period because they are not in service.

ASE Leaves

Short-Term Leaves: ASEs who take an eligible leave may request up to two (2) days of paid leave per quarter for quarter campuses and up to three (3) days of paid leave per semester for semester campuses.

Long-Term Leaves: Salaried ASEs are eligible for up to eight (8) weeks of paid leave per academic year for leave taken for a qualifying reason.

Leave days should be recorded in one (1)-day increments.

See [Article 18](#) and the [Expansion of Paid Sick Leave Side Letter](#) for short-term and long-term leave guidance and connect with your leave administrator to ensure eligibility.