Dear Geology Graduate Teaching Fellows,

Effective January 1, 2016, you began receiving paid sick leave. Your sick leave contains unique elements, so please note the following:

* You accrue sick leave in “days”
  + - If you are absent for a work assignment (such as a class, meeting, or lab), regardless of the length of the absence that day, you will be charged a “day” of sick leave
    - You accrue two days per term you work; you accrue an additional day during your first appointment in a school year
    - Sick leave is accrued at the start of each term
* You can accrue a maximum of ten (10) days of sick leave, which can roll over year to year
* Except for parental leave, you must exhaust sick leave prior to taking unpaid leave or reducing your GTF appointment for illnesses or other covered circumstances
* If your supervisor asks you to substitute for another GTF who is out sick, you will earn hourly compensation of 1.5 times your current rate unless the GDRS, your job description, or workload allocation sets aside hours for substituting. Geology does not currently have sick leave substitution time in the GDRS, but this may change in the future. This provision does not apply in cases where a GTF arranges a work trade with another GTF for absences unrelated to illness.
* Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.)

To record and report your sick leave and/or compensation time, please submit the attached timesheet to Sandy Thoms at [sthoms@uoregon.edu](mailto:sthoms@uoregon.edu) by the 1st of the month. No timesheet is required if you have not used sick leave or accrued compensation time. This is your responsibility and no reminders will be sent.

As reflected in our GDRS, when you are sick, contact the instructor for the course. See item 13.0 of the current GDRS <https://blogs.uoregon.edu/geology/files/2013/07/GEOLGDRS2015-16_REV_PW-13zz4g7.pdf>.