

Department of Psychology

Graduate Associate Absence Policy & Procedures

Graduate Teaching Associates serving as instructor of record (GTA-I) or with instructional responsibilities must submit documentation for absences taken during their “on duty” work time while on appointment. Leave must be documented in the event of illness, medical appointments, or any conflicts that require cancelling or missing a scheduled class meeting. No documentation is required for absences that do not impact scheduled instructional time.

The [Graduate School Handbook](#) outlines the [Guidelines for Short-Term Absences and Leaves of Absence](#) for Graduate Students appointed as GTAs, Fellows, and Trainees. There are two types of leaves: short-term absences (generally 1-3 days, personal illness) and leave of absence (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 http://www.busfin.ohio-state.edu/filestore/pdfs/211_travel.pdf to document their absence. (Note: a leave of absence for research purposes beyond 1-3 business days that conflicts with class teaching time will not generally be approved.)
2. If a GTA becomes ill (even just missing one class meeting), 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 identify the colleague who will substitute in your absence. Please follow any existing instructor handbook absence policies for Psych 1100 and Psych 2367.01. If you have to miss a scheduled class and do not have time to arrange for a substitute, please follow the steps below:
 - a.) Call the Main Office 614-292-8185 to report your 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. Missing more than 3 class meetings in any course requires written approval from your faculty supervisor.
 - 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. As soon as possible after an unexpected absence (or in advance of a planned absence, see bullet 5 below), submit the completed form and documentation to Graduate Program Coordinator Mary Jones in 211 Psychology Building (jones.3308@osu.edu)
4. You will receive an email notification that the request has been received.

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5. If the above does not apply, *no later than 3 weeks prior to a leave date for anticipated leaves* (conference travel, 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.