

Leave of Absence and Family Medical Leave (FML)

	Leave of Absence for Graduate Students	Family Medical Leave (FML) for Graduate Students	Family Medical Leave (FML) for Graduate Assistants (GAs)
Eligibility and duration			
Who may apply	Graduate students and GAs	Graduate students and GAs <u>employed for less than one year</u>	GAs <u>employed for one full academic year or more</u>
Reasons for leave	Personal, financial, employment, medical	Parental, or other serious health condition of self or immediate family member	Parental, or other serious health condition of self or immediate family member
Academic requirements	In good standing, 3.0 GPA minimum, must have completed one term	In good standing, 3.0 GPA minimum, must have completed one term	In good standing, 3.0 GPA minimum, must have completed one term
Duration and frequency	By term, up to three terms at a time during academic year, limits vary by degree level and term of admission. See catalog for term limits. Intermittent leave not allowed.	Parental: up to 12 week continuous block for each birth/adoption Other serious health: up to 12 week continuous block per academic year If leave ends mid-term, Grad School can extend leave through end of term. Intermittent leave not allowed.	Parental: up to 12 week continuous block for each birth/adoption; to be shared by both parents if covered under this policy. Other serious health: up to 12 week continuous block, one time only. If leave ends mid-term, Grad School can extend leave through end of term. Intermittent leave not allowed.
International students	Consult with Office of International Services (OIS) for immigration considerations	Consult with Office of International Services (OIS) for immigration considerations	Consult with Office of International Services (OIS) for immigration considerations
Work at OSU or enrolled while on leave	No	No	No

Benefits			
Student status	Retains active student status; seamless return to academic program	Retains active student status; seamless return to academic program	Retains active student status; seamless return to academic program
Employment status	n/a	If GA, departments not required to hold position until return.	Holds GA position until return for the duration of contract; does not extend contract.
Insurance	Available through COBRA One term option for Student Health Fee for access to SHS, CAPS; Corvallis campus only	Available through COBRA. One term option for Student Health Fee for access to SHS, CAPS; Corvallis campus only. Grad assistants email gradhealth@oregonstate.edu	Same coverage, GA pays at same rate while on leave. One term option for Student Health Fee for access to SHS, CAPS; Corvallis campus only
Salary	n/a	If GA, three weeks of pay at the Graduate Employee's current FTE. After that, may use accrued paid sick leave. May request donated sick leave up to 50 hours by emailing the Protected Leave Office. Any remaining leave would be unpaid.	Three weeks of pay at the Graduate Employee's current FTE. After that, may use accrued paid sick leave. May request donated sick leave up to 50 hours by emailing the Protected Leave Office. Any remaining leave would be unpaid.
Tuition remission	n/a	If GA, tuition remission eligible if 126 or more hours worked in term. If leave begins mid-term, consult with Business Center for hours worked.	Tuition remission eligible if 126 or more hours worked in term. If leave begins mid-term, consult with Business Center for hours worked.
How to apply			
Application	Submit application to Graduate School, with departmental signatures	Submit the medical leave form to the Protected Leave Office by emailing medical.leave@oregonstate.edu	Initiate request in EmpCenter via My Time Off, view instructions
Documentation requirements	n/a	Submit the medical certification form to Human Resources	Submit the medical certification form to Human Resources