

GA Contract Form Step-By-Step: Place a GA on Unpaid Leave

Introduction

These instructions provide step-by-step details for utilizing the Graduate Assistantship contract in Quali Build to Place a GA on Unpaid Leave. Unpaid leave should only be used when the supervisor and student have agreed that the student's leave situation cannot be resolved some other way. GA's placed on unpaid leave will remain there until a "Return a GA from Unpaid Leave" form is processed.

It is important to keep in mind the number of weeks a GA is required to work during the term to earn a tuition waiver when utilizing this option. GA's must work at least 12 weeks in the fall/spring and 8 weeks in the summer to earn a tuition waiver. Unpaid leave does not count towards the minimum amount needed to receive the waiver. The Graduate School will notify the student if the leave affects their tuition waiver in any way. If you are not sure if you should utilize unpaid leave, please contact the Graduate School.

Additional Information on GA's Utilizing Unpaid Leave for Medical Reasons

If a GA is utilizing unpaid leave for a medical reason, their treatment provider must provide a note justifying the medical leave. The unit will be responsible for keeping the records in a secure location, separate from the student's personnel file. A return-to-work release from the treatment provider is required for the student to be taken off unpaid leave.

Type of Submission

These instructions are for the "Place a GA on Unpaid Leave" submission type.

Basic Information

Effective Date

This is the last day the student will be paid for until another form is submitted returning the GA from unpaid leave.

Student 800#

For more information on this field, hover over the help feature in the form.

Hiring Unit

It is usually necessary to type in the name and then select it from the list rather than clicking the drop-down arrow. If you cannot locate your department name on the list, please contact the Graduate School.

Home Organization Number

This should be the home organization number or DDU for the SIUE campus department the student is employed under. For students who physically work off campus, please use the DDU or organization number for the main SIUE department that the student is employed under.

Place a GA on Unpaid Leave

Please type a brief summary of why the student is being placed on unpaid leave including when you anticipate they will return.

The Graduate School needs to have a record of why the student was placed on unpaid leave so please provide an answer to this question. If you know when the student will be returning you may include it here but the student will not be re-activated in the payroll system until a “Return a GA from Unpaid Leave” form is processed.

Original Funding Details

Approvers on the form will need to know which budget purpose numbers could be affected by the unpaid leave so please include all budget purpose numbers the GA is currently being paid from in this section. If you are not sure, review your original Kualu Build submission.

Routing

Please duplicate the routing from your original Kualu Build submission for this student.

General Kualu Build Tips

- **Saving PDF Copies**

If you choose to receive a notification when the form you submit is fully processed, the notification will include a PDF of the completed form. However, this PDF will include a copy of ALL sections of the form, even sections that do not apply to the submitter. If you would like a more concise version, please save a PDF of your own before you hit the “submit” button on the form.

Instructions for printing to PDF could vary depending on what browser you use, however, for the options you chose on the form to be included in your PDF, make sure the “background graphic” option is checked in the settings of your printer.

- **Viewing the Status of Your Submission**

You can see the status of all forms you have submitted through Kualu Build by [logging in](#) and clicking “My Documents” at the top of the main page. Within the “Submitted” section of My Documents, you can click on a form that has a status of in progress and view more info on the form routing.

- **Duplicating a Submission**

If you are submitting a contract that is similar to a previous submission, you can duplicate the original submission, edit it, and submit. To do this, from the Submitted section of My Documents, click the three dots to the right of the submission you want to duplicate and click “duplicate and edit”.