

Article XX

Time Off & Leaves

Section XX.1. Eligibility:

Nothing in this article shall preclude GEs from enjoying full and complete access to leaves made available to students. When possible, GEs shall make reasonable efforts to provide advance notice to their supervisor prior to taking leave as described below.

Section XX.2. Sick Leave:

~~GEs shall receive five (5) days of paid sick leave per academic semester year appointment, prorated for less than a one (1) academic semester year appointment with no loss of compensation.~~ Sick leave may be used ~~for any of the following reasons:~~ for short-term and/or periodic absences due to personal medical needs. Medical documentation may be required at any time to substantiate an absence and/or to indicate an employee's ability to return to work after an illness or injury.

- ~~A. Mental or physical illness, injury, or medical condition;~~
- ~~B. Mental or physical illness, injury, or medical condition of a member of the GE's immediate family, household, or pet;~~
- ~~C. Routine medical appointments;~~
- ~~D. Routine medical appointments for a member of the GE's immediate family, household, or pet;~~
- ~~E. Travel required to address any of the above issues.~~

GEs using a sick day shall inform their supervisor as soon as practicable. ~~For absences exceeding three (3) consecutive work days, reasonable documentation may be required.~~ Intermittent use of sick days may not necessarily result in a lessening of work expectations.

Section XX.3. Modified Duties Short-term Medical Leave:

GEs ability to successfully complete work as assigned may be impacted by a medical illness or injury. In such circumstances, where the GE is able to continue as a student, the University will endeavor to modify the GEs duties consistent with their original appointment to ensure that they can continue to certify effort sufficient to suffer no loss of pay. Such modified duties shall be at the sole discretion of the University and shall not extend beyond the end of the current appointment term. ~~GEs may request up to a maximum of fifteen (15) days of short term medical leave per academic semester, but cannot take more than a total of fifteen (15) days per calendar year, with the option to request additional unpaid leave or workplace accommodations, as needed. This leave shall not require the use of personal or vacation days and shall not negatively impact academic standing, funding status, or progress toward degree completion.~~

~~Short term medical leave is a job-protected absence from assigned duties that may be taken by a GE due to personal illness, injury, or medical condition, including:~~

- ~~A. recovery from a medical procedure(s) or treatment;~~
- ~~B. temporary incapacitation due to mental health conditions;~~
- ~~C. periods of recovery related to pregnancy, childbirth, or miscarriage;~~
- ~~D. care for the GE's immediate family, household, or pet experiencing any of the above circumstances.~~

~~A GE may be asked to provide medical documentation to support the need for such leave. GEs shall retain all other rights and benefits provided under applicable local, state, and federal laws regarding medical and family leaves of absence.~~

Section XX.4. Parental & Guardianship Leave:

~~GEs are entitled to up to fifteen (15) weeks of paid leave when a child has been newly born, adopted, or placed into their care. Parental leave may be taken intermittently at the discretion of the GE. When possible, GEs shall inform their supervisor in advance of parental leave. GEs may request additional parental leave. Such requests shall be evaluated on a case by case basis and shall not be unreasonably denied.~~

Section XX.5. Bereavement Leave:

GE's are entitled to ~~seven~~ five (57) calendar days of paid bereavement leave in the event of the death of any significant individual in the GE's life. GEs may request additional bereavement leave. Such requests shall be evaluated on a case-by-case basis and shall not be unreasonably denied.

Section XX. 6. Civic Duty Leave:

GEs shall retain compensation during the performance of civic duties, including jury duty, or serving as a subpoenaed witness in a court case, ~~other court appearances, or similar civic obligations~~. GEs shall inform their supervisor as soon as reasonably possible once they are notified of their summons for jury duty or other such obligations.

Section XX.7. Military Leave:

Military Leave policy may be found in USY V.C.17 and follows federal regulations in the Uniformed Services Employment and Reemployment Rights Act (USERRA), which defines benefits and rights of employees when they serve or have served in the Uniformed Services. ~~The University shall comply with all state and federal laws that govern military (to include Reserve and National Guard) service, leave, events, and other obligations.~~

Section XX.8. Immigration-Related Leave:

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GEU Proposal 8-26-25
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~~GEs are entitled to up to ten (10) days of paid immigration-related leave per calendar year in order to attend visa appointments, immigration proceedings, or establish fundamental services for residency. GEs may request additional leave to attend mandatory immigration meetings or hearings. -related leave. Such requests shall be evaluated on a case-by-case basis and shall not be unreasonably denied.~~

Section XX.9. Personal Time Leave:

GEs shall receive ~~four (4) days of paid personal leave per academic semester based upon the length of their appointment. -prorated for less than a one (1) academic semester appointment with no loss of compensation.~~ Personal Leave shall be allotted and utilized in hours with one-semester appointments allotted 12 hours, academic year appointments shall be allotted 20 hours, fiscal year appointments shall be allotted 28 hours, and summer appointments shall be allotted eight (8) hours. Requested personal leave must be utilized in four-hour increments. ~~Uses for personal leave may include, but are not limited to, personal legal obligations, emergent circumstances, or other situations of a personal nature.~~ GEs shall ~~endeavor to schedule their use of request and~~ receive approval for use of personal time with their supervisor in advance of taking such leave.

There is no rollover of unused personal leave; personal leave cannot be used to extend the period of employment beyond the end of their current appointment; there is no payout for unused personal leave upon the conclusion of a GEs appointment.

Section XX.10. PFML & Short-Term Disability Eligibility:

~~By the first year of this agreement, the Employer shall offer NH PFML group plan benefits to GEs and shall fully cover the cost of premiums.) GEs shall retain eligibility for institutional Short-Term Disability programs.~~

Section XX.10. Unpaid Leave:

In its sole discretion, the University may approve unpaid leave for GEs who are otherwise able to continue as students but are unable to fulfill work duties, after exhausting their personal leave. If the leave is for twenty-one (21) or fewer consecutive calendar days, the GA will retain health insurance and tuition remission benefits. Such leave shall not extend beyond the end of the current appointment term.