



UNIVERSITY OF MARYLAND

THE GRADUATE SCHOOL

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MEMORANDUM

TO: Deans, Chairs, and Directors

FROM: Ann G. Wylie
Interim Dean

RE: Graduate Students on 12-Month Appointments

Because graduate assistants are not employees, they do not receive certain benefits available to University faculty and staff. They are not eligible for sick leave, administrative leave or vacation. Although graduate assistants are not required to work more than 20 hours a week, they may well be expected to perform their duties every day. This leaves little personal time or opportunity to meet obligations off campus. The Graduate Council discussed this issue and recommended the following statement of policy:

All University of Maryland graduate assistants with twelve-month appointments shall have time away from their duties during the course of the appointment. A twenty-hour assistantship over a twelve-month period carries with it the expectation the student shall be allowed five-days (20 hours) of collegial absence. This time away from duties must be taken during the current appointment and may not be accumulated or transferred, nor does it include time when the University is closed. It may be taken following reasonable prior notification and the agreement of the student's supervisor.

This recommendation has been accepted by the Provost and the President.