The Summer GA Leave of Absence process is for graduate students who will be working in an OPS appointment over the summer and will not be working on their GA record.

**Which employees will need an LOA?**

A Graduate Assistant record can be put on a Summer LOA if the employee:

1. Will not be taking a full-time course load over the summer,
2. Will be working in an OPS job code on another record, and
3. Will be returning to the primary GA appointment for the fall semester.

For graduate students who meet all the above requirements and will not be funded on their GA record at the same time as the OPS job record, the GA record should be placed on a Summer LOA. A pPAF should be submitted to put the record on a Summer LOA. The example pPAF below outlines the required fields.

![Example pPAF](image)
Graduate Assistants who are not working over the summer semester in another OPS appointment do not need to follow the Summer LOA process. The GA record can be appointed for the fall semester through the Fall Mass Appointments process. If an employee is working in both a GA and OPS appointment simultaneously, a Summer GA LOA is not applicable.

**Example of the LOA process:**

Graduate Assistant is going on LOA during Summer Semester A and will be using an OPS code effective 5/10/21 – 7/30/21.

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Summer Semester A 5/10-7/30</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA appointment active for spring semester</td>
<td>GA appointment placed on LOA status effective 5/10-7/30</td>
<td>GA appointment is reinstated/returned from LOA effective 7/31</td>
</tr>
<tr>
<td></td>
<td>T-code appointment active effective 5/10-7/30</td>
<td>T-code appointment terminated effective 7/31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reappoint GA appointment with new semester funding and FTE</td>
</tr>
</tbody>
</table>

**Action Steps:**

1) Initiate a job offer for the OPS code appointment by creating a job offer for the employee through the [OPS Express Pool](#). Once approved, Smart Onboarding will be initiated.

2) At the Department Supplemental Document step of the Smart Onboarding invitation, submit the Summer LOA pPAF for the unused Graduate Assistant record. Reference example pPAF above.

3) HR will process the Summer GA LOA and OPS appointment.

4) Initiate a termination ePAF for the OPS job code appointment. The appointment must be terminated effective the day after the last day in pay status and prior to the Return from LOA on the GA record.

After the OPS record has been terminated and the GA appointment has been returned from LOA, a reappointment action must be submitted to update the FTE and funding for the fall semester. Mass Appointments can be used for the fall reappointment.

**Questions?** [Contact a member of the Employee Data Management Team](#).