The Graduate Assistant (GA) summer Leave of Absence (LOA) 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:

- Will not be taking a full-time course load over the summer,
- Will be working in an OPS job code on another record, and
- 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. Please follow the example format below:

**Problem Description**

**Effective date:**

- Start date of GA LOA
- Hire date of the OPS appt.

**Hours of GA appt during LOA**

**Salary Change Information - Retroactive Only - All others use ePAF**

**Funding Details:**

- Funding Begin Date
- Distribution %
- Funding Account Code
- Funding End Date

**Termination:**

- Last Day in Pay Status
- Termination Reason

**Originator (prepared by):**

- Sally Seminole

**Comments:**

- GA will be working in an OPS position during the summer semester. To reflect this, the LOA will be effective from _______ to _______ on the GA record.
Graduate Assistants that 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 GA summer LOA is not applicable.

**Example of the LOA process:**

If a GA is going on LOA during Semester C and will be using an OPS job code effective 5/9/22-7/29/22, the dates below are appropriate. Utilize the dates which are applicable for your department’s timeframe.

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Summer Semester C 5/9-7/29</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA appointment active for the spring semester</td>
<td>GA appointment placed on LOA status effective 5/9-7/29</td>
<td>GA appointment is returned from LOA effective 7/30</td>
</tr>
</tbody>
</table>

**Action Steps:**

1) Create a job offer for the employee through the [OPS Express Pool](#). Once approved, Smart Onboarding will be initiated.
2) At the Department Supplemental Documents step of the Smart Onboarding invitation, submit the summer LOA pPAF for the unused Graduate Assistant record. Reference example pPAF.
3) EDM will process the GA summer LOA action and OPS appointment.
4) Initiate a termination ePAF for the OPS appointment. The ePAF can be future dated and should be submitted for the last day worked in the OPS appointment.
5) After the OPS record is terminated, EDM will return the GA record from LOA and back to active status.
6) If the GA record is back to active status prior to the mass appointments deadline, the record will be available for reappointment. If not, an ePAF must be submitted to update the FTE and funding for the fall semester.

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