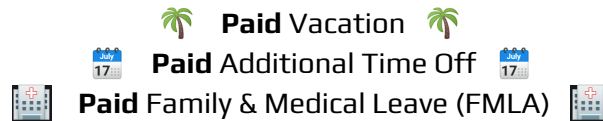




GEO Time Off Calculations Cheat Sheet: Maximize your 3 kinds of paid leave



20-hour assistantship in a semester = 18 hours of Vacation that semester, 24 hours of Additional Time Off that semester, 100 hours Family & Medical Leave that calendar year

10-hour assistantship in a semester = 9 hours of Vacation that semester, 12 hours of Additional Time Off that semester, 50 hours of Family & Medical Leave that calendar year

Source: Article 38, 39, and 45 of [GEO contract](#) (see below for calculations)

- ☆ Qualifying events for FMLA: birth of a child, adoption, care of parent or domestic partner, or your own serious health condition.
- ☆ To be eligible for FMLA, a member needs to have been employed for 4 consecutive months (or 4 consecutive months in the previous academic year). [*Not required in Fall 2020*]
- ☆ Leave can be taken intermittently, but has to be within 12 months of the qualifying event.
- ☆ Everyone is also entitled to 12 weeks of **unpaid** leave, regardless of their earned paid leave time. (After using up paid leave, you can have unpaid leave for the remainder of the 12 week maximum.)
- ☆ A graduate student employee and spouse who also works for the university can only take up to 10 weeks of leave combined.

FMLA Calculations:

- Ask the member for contracts from both the academic year and the calendar year and make sure you double check if they have multiple contracts or summer assistantships.
- Write down how many weeks and hours the contracts provide by semester. Do the calculations below and the number of hours that results is the member's FMLA. Family & Medical Leave, Vacation, and Additional Time Off are calculated separately and then added together to maximize time off.

3. To calculate **Family & Medical Leave** use the **calendar year contracts**. [Forms](#) are generally needed. Let's say someone is having a baby in October 2020 and seeking parental leave—you will want their contracts from Spring 2020, Summer 2020, and Fall 2020. You multiply all the weeks they worked/will work in 2020 by the weekly hours and **multiply the total hours by .1316**¹

For example: Someone had a typical 20-hour contract in Spring 2020 (19 weeks x 20 hours) and is now working a typical 20-hour contract in Fall 2020 (19 weeks x 20 hours) — (this is called "full-time"). That's $19 \times 20 = 380$ and $19 \times 20 = 380$. Total is $380 + 380 = 760$

→ $760 \times .1316 = 100.016$ (100 hours of Family & Medical Leave)

- ☆ If you also worked in the summer then those hours also count towards total worked hours
- ☆ If you worked a 10-hour assistantship, your number of worked hours will be proportionately lower (in this case half) compared to the "full-time" 20 hours. FMLA will also therefore be half (that's why it says "pro-rated on the basis of appointment" in the CBA)

¹ Contract says full-time (760 hours) worked earns 100 hrs FMLA. Therefore $100/760 = .1316$ per hour

COVID-related changes won in Impact Bargaining:

- A. Up to 80 hours (prorated) of paid sick leave at normal rate of pay if the worker needs to quarantine or is experiencing COVID symptoms and is seeking a diagnosis.
- B. Up to 80 hours (prorated) at regular rate of pay if the worker has to take care of someone subject to quarantine or a child whose normal day care is not available because of COVID
- C. Up to additional 200 hours (prorated) of paid expanded FMLA at 2/3 of regular pay to take care of a child whose day care is unavailable because of COVID. (Only available once the worker has worked for 30 calendar days.)
- D. Waived for Fall 2020: Requirement to have been employed 4 mths to get FMLA or sick leave.

4. To calculate **Vacation**, you use **academic year contracts**.

So, let's say that same person knows that they already have a contract for Spring 2021—you will take their Fall 2020 contract and their Spring 2021 contract and **multiply the total hours by .0473**²

Please use your Vacation time! You earned it! Make sure you take breaks from work!

And yes you can use it to extend your FMLA time off

For example: Someone had a typical 20-hour contract in Spring 2020 (19 weeks x 20 hours) and is now working a typical 20-hour contract in Fall 2020 (19 weeks x 20 hours). That's $19 \times 20 = 380$ and $19 \times 20 = 380$. Total is $380 + 380 = 760$ → $760 \times .0473 = 35.943$ (36 hours of Vacation)

5. To calculate **Additional Time Off** (optional; can use to extend leave for FMLA-reasons; or for religious/cultural observance), you use **academic year contracts**.

So, let's say that same person knows that they already have a contract for Spring 2021—you will take their Fall 2020 contract and their Spring 2021 contract and **multiply the total hours by .063**³

For example: Someone had a typical 20-hour contract in Spring 2020 (19 weeks x 20 hours) and is now working a typical 20-hour contract in Fall 2020 (19 weeks x 20 hours). That's $19 \times 20 = 380$ and $19 \times 20 = 380$. Total is $380 + 380 = 760$ → $760 \times .063 = 47.88$ (48 hours of Additional Time Off)

IMPORTANT: For Additional Time Off earned from 14 week Summer contracts, the multiplier is .061 (not .063), so calculate that separately and add all hours together⁴

For example: In addition to the above 760 hours, let's say the person ALSO worked a 5-week long, 10-hour a week contract in Summer 2020. That's $5 \text{ weeks} \times 10 \text{ hours} = 50 \text{ hours}$ → $50 \times .061 = 3.05$ (3 hours summer Additional Time Off)

Total Additional Time Off = $48 + 3 = 51$ hours

IMPORTANT: Summer contracts count forward towards the upcoming academic year, so if you're calculating someone's Vacation or Additional Time Off which are based on academic year employment, always ask them for past summer contracts.

For comments, feedback, assistance, or questions not answered by this sheet, please contact your department [GEO Steward](#). Stewards, please contact geo@umass.edu for queries you need help with.

² Full-time (760 hours) earns 36 hrs Vacation. Therefore $36/760 = .0473$ per hour

³ Full-time (760 hours) earns 48 hrs Additional Time Off. Therefore $48/760 = .063$ per hour

⁴ Full-time Summer (20 hrs x 14 wks = 280 hours) earns 17 hrs i.e. $17/280 = .061$ per hour