

Dear Folklore and Public Culture Graduate Employees,

Effective January 1, 2016, you began receiving paid sick leave per the GTFF collective bargaining agreement (Article 28). Your sick leave contains unique elements, so please note the following:

- You accrue sick leave in “days”
 - If you are absent for a work assignment, regardless of the length of the absence that day, you will be charged a “day” of sick leave
 - You accrue two days per term you work; you accrue an additional day during your first appointment in a school year
 - Sick leave is accrued at the start of each term
- You can accrue a maximum of ten (10) days of sick leave, to roll over in a year
- Except for parental leave, you must exhaust sick leave prior to taking unpaid leave or reducing your GE appointment for illnesses or other covered circumstances
- Administrators in Folklore and Public Culture are approved to ask a GE to substitute as follows:
 - FLR GEs who are discussion leaders for large lecture classes: Instructor of Record
 - FLR GEs working as student archivists in the Randall V. Mills Archives of Northwest Folklore: Archivist
 - FLR Administration GEs working in the Oregon Folklife Network: Riki Saltzman, Director or Emily West Hartlerode, Associate Director

If asked to substitute for another GE who is out sick, the GDRS and your job description set aside hours for substituting.

- To record and report your sick leave, please fill out the GE Time Entry Form available at <http://folklore.uoregon.edu/forms>. You will need to record your name, your UO ID, and the day(s) you were out sick. Sick leave should be used when cancelling a class without providing a compensatory activity. If you wish to provide your class with a compensatory activity while you are away (not using sick leave), your supervisor will determine eligibility for using the compensatory activity prior to your absence. Once completed, print out and turn the GE Time Entry Form in to Melissa Bowers in the English Department.
- Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.)

As reflected in our GDRS, when you are sick, notify your supervisor by email as soon as possible. Include any information you have about the likely duration of the absence. If you are a teaching GE, please provide instructions you have given your students related to your absence and notify your students of any resulting change to meeting schedule using the method of communication you have listed in your syllabus.