Present: Briggs Cormier (happy birthday!), Jane Evans, Marjie Hamlett, Susan Huntington, Larry Lewellen, Susan Marsico, Anne Massaro, Lamar Murphy, Barb Pletz

1. November 29, 2004, meeting notes. The meeting notes were approved without correction.

2. Program statement for GA, fellow, and trainee leaves. S. Marsico and B. Pletz shared their comments and suggestions about the draft document, which led into a broader discussion. A. Massaro indicated that formal policy and procedures documents would be generated as well as an FAQ.
   - Order. Extended medical leave should precede parental leave, since more people will be eligible to use extended medical leave.
   - International student situations. Should there be discussion about issues that international students face (arranging for extending breaks to visit their home countries, being unable to return for a period of time due to visa or other problems)?
   - Disclaimer. Should there be a statement to indicate that the program statement is not intended to cover all possible leave situations?
   - Exclusion of postdocs. There was discussion of the need to look at leave policies for postdoctoral appointees as part of a more holistic review of benefits for term appointees. It is anticipated that that review will be done in 2005-06. This means that this program will be restricted to graduate students on appointment as GAs, fellows, or trainees.
   - Inclusion of fellows and trainees. After considerable discussion, we reaffirmed that fellows and trainees should be covered by this program, despite the fact that their appointments are non-service appointments. Many fellows and trainees are in situations (such as those in lab-based disciplines) where their research schedules require significant time commitments, coordinated with the research schedules of others. It is important that they also have these protections.
   - Funding. It is clear from the feedback received by the work group that funding is the key issue that still needs to be addressed. In addition to the stipend, the student-based appointments include payment of tuition and fees. Units that appoint additional GAs (individuals not already on appointment) would incur additional costs. Some leaves could cross quarters, which could complicate matters further.

There was considerable discussion about possible funding mechanisms, including the idea of creating an insurance program, having matching funds available, phasing in different aspects of the program over the next two years, and so forth. We agreed that it is important to include a statement about funding in the draft program statement. The
statement will likely be something such as: “This program formalizes many of the practices currently used by appointing units across the university. Funding mechanisms for the program are being explored. In the first year of implementation (anticipated for 2005-06), it is likely that appointing units will continue to cover the costs associated with these absences. For future years, we are exploring options, one of which is to develop a central pool of funds by increasing the benefits overhead rate.”

- **Other suggestions.**
  - Should there be more discussion about situations in which interrupting the stipend is appropriate?
  - Should there be discussion about how to handle situations in which a student on an approved leave is not able to return?

- **Consultation, review, and approval process.** A. Massaro called our attention to the proposed Winter/Spring 2005 schedule for meeting with constituent groups. There were only two changes:
  - M. Hamlett will attend an HR Council discussion on 1/18/05 (instead of waiting until 3/15/05). Draft documents will be circulated in advance.
  - L. Lewellen will handle a Senior HR/Fiscal Officers’ meeting on 1/27/05 (instead of waiting until 3/24/05). A. Massaro will make the necessary arrangement.

3. **Next meeting.** The next meeting will be Friday, January 21, in 226 University Hall, from 2:45 until 4:15 p.m. The major topic will be GA leaves.

4. The meeting ended at 4:20 p.m.

Prepared by Lamar Murphy
January 11, 2005