Frequently Asked Questions Regarding GA Pregnancy Leave – Graduate Students (GAs)

1. **Do I need to reach out to the graduate school? Who in my department needs to/should know?**
   a. All Ball State offices follow the Pregnancy Leave policy for students and this policy applies to GAs as well. You should reach out to the Associate Dean of Students/Title IX Coordinator if you have concerns. Work with your GA supervisor to make reasonable adjustments to your work duties and a plan for making up missed hours (if necessary) before or after you leave. We recommend you and your supervisor have this plan in writing for both of your files.

2. **How far ahead should I plan for a rearrangement/reassignment of duties?**
   a. The further you can plan in advance, the better for you and your unit. However, regardless of your planning, units must still abide by the Ball State Pregnancy Leave Policy for students.

3. **I’m required to work 20 hours a week to keep my GA stipend and waiver, and my duties are specifically to teach a class – will I lose my GA-ship if I can’t finish my class due to having a baby?**
   a. See #1 – work with your unit to plan reasonable accommodations for to-be-missed class periods as needed.

4. **Will I have to fill out an individual absence report and have my wages garnished if I have extended bed-rest or take time off to have a baby?**
   a. If you plan on making up your hours or working to-be-missed hours in advance of your absence, this is not necessary. If you plan on terminating your GA-ship due to your pregnancy, please see the GA guidelines about tuition coverage (the portion of the semester you worked as a GA will still be covered by tuition remission). If you plan on only missing a portion of your GA assignment and plan to return, but cannot make up the hours, you may file an individual absence report and not be paid for those missed hours. However, your tuition remission will remain in place.

5. **My advisor wants me to work from home (continue to grade papers, respond to student emails, etc) right after I have my baby, but I’m concerned about being able to do this with a new baby in the house – what are my options?**
   a. Let your advisor know of the Ball State Pregnancy Leave Policy for students and explain that you will be unable to work from home during your leave. Ask if you can come up with a plan for making up missed work before or after your absence. Alternatively, you can fill out an individual absence report and not be paid for missed hours. However, your tuition remission will remain in place and your Graduate Assistantship may not be terminated or rescinded.

6. **What are my options for working from home?**
   a. You should talk with your supervisor about whether and if you wish to do this during your pregnancy-related absence and what exactly will be required of you. While GAs are generally required to have an “on-campus” presence per the GA guidelines, absence due to pregnancy is exempt from this policy.

7. **How do I track my GA hours if I am working from home?**
   a. If you do plan on working from home, please track these hours the same way you track hours regularly.

8. **How much time am I allowed to take off after having the baby?**
   a. Please see the Ball State Pregnancy Leave Policy.

9. **What if I need time off throughout the pregnancy due to complications or appointments?**
   a. Please see the Ball State Pregnancy Leave Policy.
Frequently Asked Questions Regarding GA Pregnancy Leave – Administrative Personnel and Graduate Assistant Supervisors

1. **Is there a record or paperwork that accompanies a GA seeking parental accommodations? Does this go into BDMS?**
   a. GAs will be covered under the [Ball State Pregnancy Leave Policy](#). No paperwork is necessary, but the Graduate School does recommend that any plans made to accommodate the student’s absence due to pregnancy are made in writing and kept by the student and the supervisor.

2. **What if internal arrangements are made so the student’s wages aren’t garnished? Do I have the student sign something demonstrating they agreed to arrangements and who gets notified?**
   a. Students should not have their wages garnished, although they might opt to fill out an individual absence report as opposed to making up missed hours. In this case they would not get paid for the hours not worked, but they will continue to have their full remission coverage.

3. **How do I avoid any concerns with HR in terms of student hours worked or not worked? How do I avoid concerns with the Graduate School?**
   a. According to the Ball State Pregnancy Leave Policy, students must be accommodated during leave related to their pregnancy. Plans should be made to make up hours that are missed or will be missed if possible, but students may just choose to file an individual absence report for missed hours instead. The Graduate School will not require GAs to have an “on campus presence” during their absence due to pregnancy.

4. **The student will be teaching a class but unable to finish teaching it due to the birth of a child – what are the best ways to make arrangements for this?**
   a. Work as closely as possible with your student to consider all possible assistantship options and/or create a plan for course coverage. You may not terminate the GA-ship or rescind the GA offer based on a student’s pregnancy status.