Graduate assistants are expected to develop a plan with the department of employment in which they will meet the service obligation to which they have agreed. As with all professional employees, graduate students are expected to communicate with their employer in a timely manner if absences occur or if they are unable to fulfill their responsibilities.

Graduate assistants are not required to work during the following circumstances:

- Fall break, Spring Break and the holiday break between fall and spring semesters
- State holidays such as Thanksgiving (Thursday and Friday), Martin Luther King’s Birthday, etc.
- When the university is officially closed for inclement weather

Graduate assistants are required to work and must make up hours if they are absent in the following events:

- During the holidays in which offices are open (e.g. the Wednesday before Thanksgiving and Memorial Day)
- During inclement weather when the university remains open

Absences due to illness or other personal circumstances are also to be made up at the supervisor’s discretion.