



## 2025-2026 GRADUATE ASSISTANT WORK SCHEDULE\*

### Summer II 2025

June 19 - First day of work for Summer II; Juneteenth holiday – classes meet; offices open

July 4 – Independence Day holiday, offices closed; assistants cannot be required to work\*

July 23 - Last day of work for Summer II

### Fall 2025 Semester

August 1: **First day of work for continuing students and new students who have completed an I-9 by 07/31. Any GA who does not start on this date or has not finalized their I-9 by this date, will not receive their first paycheck until the end of September or later.**

August 11:

- Fall 2025 semester opens.
- Mandatory asynchronous online training modules must be completed by this date.

August 14: In-person GTA training

- **Mandatory training** for all new and newly assigned Graduate Teaching Associates (GTA). GTA is the term that UNCG uses for all Graduate Student Instructors of Record. **Assistants who begin on this date will be paid on September payroll.** (New Assistants starting on this date must complete the I-9 process by 8/10 to be eligible for September Payroll.) This training is valid for 7 years. **Any returning GTA who completed the training prior to August 2019 must complete this training again.**

August 18: Convocation Day, offices open; assistants **are expected** to work.

August 19: First day of classes

September 1: Labor Day Holiday, offices closed; assistants cannot be required to work\*

October 13 & 14: Fall Break, assistants cannot be required to work\*

November 26: (Wednesday before Thanksgiving Holiday) offices open and assistants **are expected** to work even though classes are not in session.

November 27 & 28: Thanksgiving Holiday, offices closed; assistants cannot be required to work\*

December 12: Last day of work for Fall 2025 semester

### Spring 2026 Semester

January 2: **First day of work for continuing students and any student who have completed an I-9 by 12/23. Any GA who does not start on this date or has not finalized their I-9 by this date, will not receive their first paycheck until the end of February or later.**

January 5:

- Spring 2026 semester opens
- Mandatory asynchronous online training modules for new GAs must be completed by this date.

January 9: In-person GTA training

- **Mandatory training** for all new and newly assigned Graduate Teaching Associates (GTA). GTA is the term that UNCG uses for all Graduate Student Instructors of Record. **Assistants who begin on this date will be paid on February payroll.** (New Assistants starting on this date must complete the I-9 process by 1/10 to be eligible for February Payroll.) This training is valid for 7 years. **Any returning GTA who completed the training prior to January 2020 must complete this training again.**

January 12: First day of classes

January 19: Martin Luther King Jr. Holiday, offices closed; assistants cannot be required to work\*

March 9-13: Spring Break, assistants cannot be required to work\*

April 3: Spring Holiday, offices closed; assistants cannot be required to work\*

May 8: Last day of work for Spring 2025 semester

### Summer I 2026

May 13: First day of work for Summer I

May 25: Memorial Day holiday, offices closed; assistants cannot be required to work\*

June 16: Last day of work for Summer I

\*Some work schedules must deviate from the typical calendar (e.g., being present to feed lab animals during holidays, working on weekends or at night, residence hall assignments, etc.). In such cases, the work schedule must be provided to the student and Graduate Assistants whose duties require them to work beyond the stated work deadlines should be clearly compensated at a rate higher than that of the typical assignment.

Please Note: Supervisors are not allowed to deviate from this work unless this has been cleared by the Graduate School at the point of issuing a student's contract.