

Graduate Student Leave Guidelines

BYU Department of Chemistry and Biochemistry

The following statement articulates the policy of the Brigham Young University Department of Chemistry and Biochemistry regarding student leave.

This supersedes any prior department policies.

1. Graduate students are always expected to seek approval from their faculty advisors in advance if they plan on missing a day or more at the university. Even when unplanned absences occur, a student is expected to inform his/her advisor.
2. Short-term leave (1-3 days): When a graduate student asks in advance for a few days of leave, if he/she has been actively involved in research and is making satisfactory progress, generally the professor will excuse the student for those days with no contract adjustment. If the student has TA support, *the leave must also be approved in advance by the professor(s) for whom the student is working as a TA.*
3. Medium-term leave (4 days to 2 weeks): Pay for these leaves is at the discretion of the faculty advisor (subject to granting agency requirements) if the student is supported only by RA. If the student receives TA support, the professor(s) for whom the student is working or will be working as a TA must also approve of the leave *in advance*. If the student has a strong work ethic and is making satisfactory progress, he/she may be allowed to take leave with no contract adjustment. However, the advisor still has the option to require a reduction in stipend for the leave.
4. Long-term leave (2 weeks or more): The faculty advisor *and* any professor(s) for whom the student is working or will be working as a TA must approve of the leave in advance. If the student is or will be working as a TA, he/she next *must also obtain approval from the department chair or an associate chair.* A graduate student then must see the department business manager *before leaving* to have his/her contract adjusted to reduce stipend by the amount corresponding to the absence.
5. Graduate students are allowed a maximum of 12 working days of leave each year. This includes total days missed *exclusive of* Saturdays, Sundays, and BYU academic holidays. The maximum of 12 working days refers to total days missed whether they are taken consecutively or as single days or sets of days intermittently throughout the year.

Note: a small number of students are self-supporting with either personal funds or US Military support and do not receive departmental support.

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