

Graduate Student Leave Guidelines

Department of Chemistry and Biochemistry

The following statement articulates our department policy regarding student leaves. Please note that this supersedes any prior department policies.

1. Graduate students should always seek approval from their faculty advisor in advance if they plan on missing a day or more at the university. Even for unplanned absences a student should 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 s/he 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 on RA. If the student is on 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 or more weeks): 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, s/he next must also obtain approval from the department chair or an associate chair. Graduate students then must see the department business manager *before they leave* to have their contract adjusted to reduce their stipend by the amount relevant to their absence.
5. Graduate students are allowed a maximum of 12 working days of leave each year without losing pay. This includes total days missed, excluding Saturdays, Sundays and holidays. The maximum 12 working days refers to total days gone whether or not they are taken consecutively or as individual or several days multiple times 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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