

Department of Genetics

Graduate Student Leave Guidelines

The Department's graduate student leave provisions are in alignment with those of the Graduate School, and are universally applied to all Genetics' graduate students, even if they are not financially supported through the Department or University.

When applicable, the Department will utilize the Ruth L. Kirschstein National Research Service Awards (NRSA) leave policy as a guideline for student leave. Those guidelines can be found at the link below:

http://grants.nih.gov/grants/policy/nihgps_2003/NIHGPS_Part10.htm#_Toc54600187

However, it is recognized that Graduate Students/Assistants do not accrue vacation or sick leave. Therefore, this document serves as an advisory for students requesting a leave of absence from the laboratory.

Any students wishing to take up to one week absence from laboratory work, coursework or other school duties must get prior approval from their advisor and the Graduate Program Director. In the absence of a permanent advisor, the Graduate Program Director should be consulted. With prior approval, stipend payments will be unaffected. Students who do not seek prior approval will be removed from the payroll for a duration equivalent to their absence.

Any students wishing to take more than one week off must adhere to the same guidelines as stated above; however, continuation of stipend payments will be reviewed on a case by case basis depending on the length and reason for the absence.

If sick leave is taken greater than 3 consecutive days, the employee is required to provide a doctor's note.

It is essential for students to discuss any planned absence with their supervisor well in advance, so that the timing of leave can be coordinated with the work requirements of their area.

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