Policy Recommendations for Leave of Absence and Family and Medical Leave
Policy Committee
September 21, 2015

The Policy Committee moves the adoption of the “Leave of Absence Policy” and the “Family and Medical Leave Policy”. T

Leave of Absence

- Students are limited to one one-year leave of absence.
- The official request for a Leave of Absence, submitted to the Dean of the Graduate School and endorsed by your advisor and graduate program director, does not require you to state the reasons you are requesting a leave. We encourage you to discuss those reasons, as well as your plan for returning, with your advisor and/or Director of Graduate Studies. You and your program may wish to create a written record of those discussions, to be kept by your program.
- Obtaining a leave of absence will affect your health insurance coverage and other benefits as well as stipend payments (if applicable). Ask your Graduate Program Director and the graduate school staff to determine exactly how these important areas will be affected.
- To return from a leave of absence, you will need to apply for readmission. As part of readmission, the student’s progress towards graduation will be reassessed.
- You can return only at the start of a semester.

Family and Medical Leave

- Any full-time graduate student, enrolled in the previous semester as a full-time student, in good academic standing is eligible.
- Eligible graduate students may take up to 8 weeks of Family and Medical Leave (FML) for any of the following reasons:
  - The student’s own serious health condition prevents him or her from performing one or more of the essential functions related to graduate studies.
• To care for a parent, spouse or child with a serious health condition.
• To care for the student’s child after birth, or placement for adoption or foster care in the student’s home, providing the leave is taken within 12 months of the child’s introduction to the family.
• Because of any qualifying exigency (as defined by federal regulation) arising out of the fact that the spouse, son, daughter, or parent of the student is on active duty (or has been notified of an impending call, order to active duty or deployed to a foreign country) in the Armed Forces, as a full-time member or member of a reserve component, in support of a contingency operation. This leave applies only to families of members of the National Guard, reserves and certain retired members of the military (not to families of active members of the regular armed services).

• Eligible students who are receiving stipend support would continue to receive this support throughout the Family and Medical Leave period, subject to the availability of funds from the supporting agency for the stipend (e.g., Graduate School, National Science Foundation, National Institutes of Health, Department of Energy)
• Eligible students benefitting from Family and Medical Leave will remain as full-time students.
• Family and Medical Leave is not a Leave of Absence.