

Guidelines for Personal Leave

Guidelines for Vacation and Sick Leave fall under the leave policy approved by the Graduate School of Biomedical Sciences (GSBS) which can be found in the GSBS Policy and Procedure manual on page 74.

Per GSBS policy, students are allowed 10 personal leave days on an annual basis; however, the GPPS will allow up to a maximum of 5 additional days granted by the major advisor one time during GPPS enrollment with the following stipulations:

- Vacation leave time will only be granted in between semesters – students must be present while enrolled in any course and teaching assignments must be maintained. (Leave may begin at the end of the fall or spring term during finals week.)
- Student must check with the Graduate Program Office to confirm number of days available and possible travel dates before requesting final approval from major advisor.
- Extended leave is the only time during graduate studies that leave without pay will be granted for vacation related leave.
- GPPS will follow the Operating Policy and Procedure HSC OP 70.32, Family and Medical Leave (F&ML).