

**LSUHSC Department of Genetics  
Request for Leave – Graduate Students**

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**SECTION I. TO BE COMPLETED BY THE STUDENT AND SUBMITTED TO SUPERVISOR**

Student's Name (Print): \_\_\_\_\_

Dates of Requested Absence: From \_\_\_\_\_ To \_\_\_\_\_

Leave Designation (check short-term absence **or** leave of absence **and** reason for request):

**Short-term absence (one week or less)**

**Leave of absence (over one week)**

Personal illness/injury

Personal serious health condition

Death in family

Care for an immediate family member with a serious health condition

Personal leave (vacation)

Childbirth or adoption

Other (explain): \_\_\_\_\_  
\_\_\_\_\_

Other (explain): \_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that the information provided as part of this request is true, accurate, and complete. I acknowledge receipt of leave policy and this request is in compliance with the graduate student leave guidelines.*

**SECTION II. TO BE COMPLETED BY SUPERVISOR (In the absence of a supervisor, the Graduate Program Director would be considered the supervisor)**

**Action:**

Approved

Not Approved. Comments (or attach explanation):  
\_\_\_\_\_  
\_\_\_\_\_

Continue Stipend

Discontinue Stipend during dates of absence

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Director's Signature: \_\_\_\_\_

*In accordance with the graduate student leave guidelines, both the student's supervisor and the department graduate program director must approve the leave request. Upon approval, student must submit the form to Heather Shields.*

**Comments:**

## 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](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.

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.