

LSUHSC Department of Physiology

Request for Leave - Graduate Students

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

Student's name (print): _____

Dates of requested absence: From _____ To _____

Leave designation: **short-term absence (2 weeks or less)** **leave of absence (over 2 weeks)**

Check short-term absence or leave of absence and reason for request.

personal illness/injury

death in family

personal leave (vacation)

other (explain)

personal serious health condition

care for an immediate family member with a serious health condition

childbirth or adoption

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 the 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 the 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: _____ Date: _____

T32 program director's signature: _____ Date: _____

In accordance with the graduate student leave guidelines, both the student's supervisor and the department graduate program director must approve the leave request. T32-supported trainees must also obtain approval from the T32 program director. Upon approval, the student must submit the form to the appropriate office staff.

Comments:

Department of Physiology
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 physiology 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.

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.