

GCBA Graduate Student Vacation and Leave Policy

Graduate students in the Genetics, Cell Biology and Anatomy Department are allowed 112 hours (14 days) of vacation per year in addition to fixed holidays. PhD students will receive 16 hours of vacation upon matriculation and thereafter accrue 8 hours of vacation each month up to maximum allowable accrual of 28 days (224 hours). No more than two years' worth of vacation (224 hours) may be combined in order to take an extended leave under certain circumstances. Vacation is subject to approval by the student's supervising professor and the director(s) of any course(s) in which the student is enrolled. During rotations, vacation must be approved by the Chair of the Graduate Committee. An unpaid leave of absence is possible under special circumstances and is also subject to approval from the P.I. and the Graduate Committee. For numerous reasons, vacation timing and length needs to be pre-arranged with the student's supervising professor well in advance. The use of vacation must be reported to the Genetics, Cell Biology and Anatomy Department office prior to the vacation.