Graduate Student Holiday, Vacation, Parental Leave and Sick Leave Policies

These policies apply to graduate students in the School of Graduate Studies who receive stipends that support their effort toward earning a degree during the period when they receive support. They represent the minimum to which graduate students are entitled.

If a graduate student receives a stipend, they will receive support for holidays,

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and sick leave together for the adoption or birth of a child.

<u>Unpaid leave.</u> Students who require additional leave beyond what is stipulated above, must seek prior written approval from the Dean of School of Graduate Studies for an unpaid leave of absence. Approval for a leave of absence must be requested in advance by the student and the student s0.240 0 0.2480.0.2 **8**Ckthe.2 () 0..2 (t) 0-0.2 (t) 8e6 0 0Tr

Benefits for Birth Mothers, Categories 1, 2, and 3

FMLA-qualifying birth mothers are eligible to receive six weeks of paid parental leave <u>after</u> the birth of their child(ren). When the need for parenting leave is known, the birth mother must notify her supervisor and submit both the Leave of Absence (LOA) form and the Certificate of Health Care Provider (CHP) to Employee Relations thirty (30) days in advance of the leave.

Any leave which commences prior to delivery due to a serious health condition is considered personal medical leave and must be authorized by a health care provider. Paid parental leave will not be available for personal medical leaves taken prior to the birth or adoption of the child; the employee would be required to exhaust any available sick and/or vacation time before commencing an unpaid leave. In this instance, employees in categories 2 and 3 who are on a personal medical leave due to a serious health condition unrelated to childbirth should apply for Short Term Disability benefits once they have met the 2-week waiting period and have exhausted all their paid time off.

Birth mothers have the option of electing to use paid parental leave in addition to their sick and vacation time at any point after delivery during the leave.

As provided in policy and procedure IV-8, 8a, Administering Leaves for Personal Medical, Family Medical, and Parenting Reasons Under the Family Medical Leave Act, once the mother is released by her physician to return to work, she may take the parenting leave intermittently only with supervisor's approval in consultation with Employee Relations. Employees who require intermittent leave or a reduced work schedule must try to schedule their leaves so that they will not disrupt the department's operations. Intermittent time off will be paid parental leave or paid by sick and/or vacation; no unpaid intermittent time off may be taken until paid parental leave and sick and vacation are exhausted. Any parenting leave must be taken within 12 months of the child's birth.

Benefits for Other Parents (Including Domestic Partners) - Birth of Child, Categories 1, 2, and 3

Other FMLA-qualifying parents (including domestic partners) are eligible to receive three weeks of paid parental leave <u>after</u> the birth of their child(ren). When the need for parenting leave is known, the parent must notify the supervisor and submit the LOA form to Employee Relations thirty (30) days in advance of the leave. After delivery, parents (including domestic partners) must provide a copy of the proof of birth to Employee Relations. Any parenting leave must be taken within 12 months of the child's birth. Employees on an <u>unpaid</u> leave must have exhausted all paid parental leave and vacation pay. Parents (including domestic partners) may take the parenting leave intermittently <u>only</u> with supervisor's approval in consultation with Employee Relations. Employees who require intermittent leave or a reduced work schedule must try to schedule their leaves so that they will not disrupt the department's operations. Intermittent time off will be paid parental leave or vacation; no unpaid intermittent time off may be taken until paid parental leave and vacation are exhausted.

Benefits for Adoptive Parents, Categories 1, 2, and 3

Appendix 2

INTERIM FACULTY PARENTAL LEAVE POLICY

The Parental Leave Polfoy facultyprovides for.

x Up to sixteen weeks (16 weeks) of paid parental leave during the academicfacealt(sp)rforary caregivers, including guardians, to care for and bond with a newborn, adopted or foster child under the age of 6; the leave

Appendix 3

RUTH L. KIRSCHSTEIN NATIONAL RESEARCH SERVICE AWARDS

(from grants.nih.gov/grants/policy/nihgps_2012/nihgps_ch11.htm)

11.2.13.1 Leave

<u>Vacations and Holidays.</u> Kirschstein-NRSA fellows may receive the same vacations and holidays available to individuals in comparable training positions at the sponsoring institution. Fellows shall continue to receive stipends during vacations and holidays. At academic institutions, the time between semesters or academic quarters generally is considered an active part of the training period and is not considered to be a vacation or holiday.

<u>Sick Leave and Other Leave.</u> Kirschstein-NRSA fellows may continue to receive stipends for up to 15 calendar days of sick leave per year. Under exceptional circumstances, this period may