

Vacation, Parental and Emergency Leave:

Vacation: Graduate trainees in all programs cannot take vacation leave while their registered didactic coursework is ongoing. Graduate trainees in all programs should discuss any anticipated vacation time with their instructors (as appropriate), advisor and program directors as soon as the time away is being considered. Missed classroom, laboratory or clinical training should be handled on a case by case basis with the students' instructors, advisors or supervisors.

Students supported by graduate assistantships (i.e. stipends) are expected to work full-time toward their degree. These students are eligible for 20 days paid leave per year in addition to leave associated with designated VCU holidays. These leave days can be used for any combination of vacation and sick leave. Leave is not cumulative from one appointment year to the next. Work performed on site on VCU holidays may be added to paid leave by arrangement with a student's advisor or supervisor. All leave for vacation purposes must be approved in advance by the advisor, supervisor and (as appropriate) instructors. If the supported student is not a U.S. citizen, travel outside the U.S. must be approved by VCU Immigration Services before the travel occurs.

Parental Leave for Students Supported by Graduate Assistantships (i.e. Stipends):

Graduate students supported by assistantships are eligible for up to 60 calendar days of paid leave per year for the adoption or birth of each child. Either parent is eligible for the parental leave. Supported graduate students may use paid leave time (described above) to cover additional leave for the birth or adoption of a child. Supported graduate students must provide advanced notification to the advisor, supervisor, program director and the fiscal administrator of the appropriate unit at least six weeks in advance of the anticipated first day of leave.

Emergency Leave: The need for unexpected time away from training will be handled on a case-by-case basis with instructors, advisors and program directors. See the School of Medicine policy on leave of absences or the VCU Bulletin for more information.

Approved by the School of Medicine Graduate Programs Committee: August, 2019