**Vacation, Parental and Emergency Leave:**

**Vacation:** Graduate trainees in all programs are expected to not take vacation leave while their registered coursework is ongoing. Graduate trainees in all programs should discuss any anticipated vacation time with their instructors (as appropriate), program directors and mentors 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, mentors 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 University 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 University holidays may be added to paid leave by arrangement with a student’s mentor. All leave for vacation purposes must be approved in advance by the mentor and (as appropriate) instructors. If the 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. Graduate students may use paid leave time (described above) to cover additional leave for the birth or adoption of a child. Graduate students must provide advanced notification to the Advisor 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, program directors and mentors.

Approved by the School of Medicine Graduate Programs Committee: pending