


Name of Policy: College of Medicine & Life Sciences: Graduate student on stipend and tuition waiver vacation, holiday, & sick leave			
Policy Number: 3364-81-30		Effective date:	
Approving Officer: Dean, College of Medicine & Life Sciences		Original effective date:	
Responsible Agent: Associate Dean for COMLS Graduate Programs			
Scope: College of Medicine & Life Sciences			
Keywords:			
X	New policy		Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Graduate Students in the College of Medicine and Life Sciences (“COMLS”) who are supported by a research stipend and tuition waiver are entitled to designated sick leave and vacation time as outlined in this policy, while maintaining their stipend and tuition benefits.

(B) Purpose of policy

The purpose of this policy is to provide information about sick time and vacation time limits to research-supported graduate students and a procedure to follow if they are physically or mentally incapacitated, or unable for other reasons, to return to their graduate program for longer than the allowed sick or vacation time off during the year.

(C) Vacation, holiday, and sick time allowed for predoctoral and premaster students on research- supported stipends and tuition waivers within the Biomedical Science Program (BMSP):

- 1) First year Predoctoral and Premaster student in the BMSP are granted vacation only during two academic periods: (1) winter break and (2) spring break, as defined by the official UToledo academic calendar. Exceptions to this schedule may be

granted in cases of personal hardship, religious observances, or other extenuating circumstances, with advance approval from the major advisor and Senior Associate Dean. UToledo employee holidays that UToledo as set forth in UToledo policy 3364-25-05 are also extended to first year graduate students. Starting the Monday following the last day of classes of the spring semester of their first year, students are expected to attend a full-time laboratory rotation or to have started to work in the laboratory of their selected major advisor.

- 2) Predoctoral and premaster students, after their first year (12 months) in the BMSP will be entitled to a total of 2 weeks (10 days, Mondays - Fridays) of paid vacation per 12-month year, while on stipend and tuition waiver. This time is to be arranged and approved in advance with the major advisor via the [time off request form](#). UToledo employee holidays as set forth in UToledo policy 3364-25-05 are also extended to graduate students, with permission from their major advisor. Students must consult their faculty advisor regarding winter break, since not all labs are able to fully shut down due to ongoing experiments. Unused vacation days may not be carried forward into a subsequent 12-month period and must be used within the defined year of accrual. Vacation time is based on a 12-month rolling year. For example, if a student uses their entire 10 days of vacation in December, their year period will be until the end of November of the following year before they are eligible for paid vacation time. Regardless of the time of year, no student will be allowed more than 10 days (2 weeks) of paid vacation in a 12-month period.
 - 3) Students who matriculated before fall 2023 may continue to follow the previous 15 days (3 weeks) vacation policy.
 - 4) Students must notify their major advisor at the start of the workday if they are unable to attend lab due to illness. For absences exceeding three (3) consecutive workdays, a healthcare provider's note is required. The time limit for paid sick days is 15 days (3 weeks) per year. Unused sick days may not be carried forward into a subsequent 12-month period.
- (D) Extended leave procedure. When the student has exhausted all allowed sick and vacation days but still cannot return to campus and perform their research project, classes, or other responsibilities required of a graduate student in their COMLS graduate program.
- 1) Additional leave of absence beyond the allowable limits may be requested through the major advisor and the Senior Associate Dean for COMLS Graduate Program. Approval is subject to academic and research considerations as well as any applicable funding agency requirements. During any unpaid time off stipend

payments will be suspended accordingly.

- 2) Students who matriculated before fall 2023 are grandfathered into the 15 days (3-week) vacation policy.
 - 3) If the student remains ill at home for more than 3 consecutive workdays, then a healthcare provider's note is required. Students who provide appropriate medical documentation (e.g., a physician's note) are eligible to receive up to 15 calendar days of medical leave per 12-month period with full continuation of their stipend, tuition remission, and health insurance benefits.
 - 4) Graduate students supported by NIH fellowships or training grants are eligible for up to 60 calendar days (8 work weeks) of paid parental leave per 12-month period for the birth or adoption of a child. <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-154.html>
 - 5) For medical leave extending beyond 15 calendar days (excluding students supported by NIH fellowships or training grants on parental leave) students must request a formal Leave of Absence (LOA) through the Graduate School following University Policy 3364-77-04. Students should initiate this process promptly if they believe they will be unable to return before the end of the semester, to avoid receiving grades of "U," "C-," or lower on their transcript. During an approved LOA, stipend payments will generally be suspended for the duration of the leave. Health insurance coverage will be maintained during the approved leave period in accordance with university policy. During an approved Leave of Absence, students may not access university resources or fulfill academic requirements except as allowed under university policy. Limited access to essential services (e.g. health coverage) will continue per institutional guidance. Students remain eligible to petition for reinstatement of stipend support upon resuming full-time enrollment and research activities. Medical leaves of absence, if formally approved, will not be counted against time-to-degree requirements. Students must read the full policy carefully and follow all instructions to ensure their status in the graduate degree program is preserved.
- (E) This policy does not permit appeals regarding standard time limits on stipend and tuition waiver time eligibility. However, students facing extraordinary or unforeseen circumstances may request a review by the major advisor and Senior Associate Dean.

<p>Approved by:</p> <hr/> <p>Imran Ali, M.D. Dean, College of Medicine & Life Sciences Vice Provost for Health Education</p> <p>Date:</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • <i>COMLS Associate Deans</i> • <i>Associate Dean, COMLS Graduate Programs</i> 	<p>Policies superseded by this policy: <i>None</i></p> <p>Original effective date: <i>Date</i></p> <p>Review/revision date:</p> <p>Next review date: (three years from most recent revision/review date)</p>
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