

Vacation & Sick Leave Policy for Graduate Students Receiving a Stipend

This applies to: Any student enrolled in a masters level or PhD degree granting program in the School of Medicine at Oregon Health and Science University, who is receiving a stipend to offset living expenses.

Vacations and Holidays: Students are entitled to the normal holidays for unclassified employees in the academic calendar. Even though classes are not in session in between academic quarters, students are expected to continue their research during these periods unless they take vacation or are on leave as outlined in this policy.

Leave with pay: Graduate students may take up to 20 work days of paid leave each academic year (July 1 – June 30). Leave days may be used for any purpose including illness or vacation. Additional leave or “leave of absence” must be without pay.

Leave days will be tracked by the student and mentor and will accumulate at the rate of 5 work days/quarter. Students may accrue up to a maximum of 30 days (ie 10 days can be carried forward each year). Students are not entitled to compensation for unused leave days at the time of graduation.

Scheduling: Students and faculty and programs are expected to be responsible, reasonable and flexible when scheduling leave. Using leave does not excuse the student from required course work.

Student must provide written notification to the graduate program director whenever:

1. the number of leave days exceeds 5 in any academic quarter.
2. the number of leave days exceeds 20 in one academic year.

The Program Director will determine whether the student is able to maintain his/her current course load. If it appears that the leave will interfere with satisfactory completion of current course work the student should request a formal “leave of absence”.

Pregnancy, parental or family leave. Please refer to Academic Adjustments for Birth or Adoption of Child.

Additional Concerns: There may be additional restrictions or requirements for graduate students who receive stipend support from individual or institutional traineeship or fellowship awards from NIH or other sources. Students should consult their training program director and the awarding agency for additional information.