

Vacation, Parental and Emergency Leave

Vacation: OHR PhD students cannot take vacation leave while their registered didactic coursework is ongoing. Students 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 or laboratory training will be handled on a case by case basis with the PD.

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. All leave for vacation purposes must be approved in advance by the PI and (as appropriate) instructors. **The student should notify the program director of leave taken. Use this form.**

Parental Leave for Students Supported by Graduate Assistantships: 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. 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 PI, program director and the fiscal administrator of the appropriate unit at least six weeks in advance of the anticipated first day of leave. Please contact your PI a week before your planned return. Kirschstein-NRSA trainees and fellows must provide advanced notification to the grantee institution prior to taking parental leave.

Parental Leave Handover Plan: At least 6 weeks prior to your proposed leave date meet with your PI to discuss your leave and create a plan for time critical experiments. This should include

- Regular update meetings prior to leave
- A list of general lab responsibilities (if any)
- A list of key experiments, those that are time sensitive and those that can wait until your return
- Create a project folder clearly labeled and accessible to your PI and others involved in the work
- Let someone know where your reagents, protocols, and stocks are, should anyone need them.
- A phone number for 'emergency' contact
- A thoughtful and well-written plan should avoid the need for anyone to contact you during your parental 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. Please notify your PI and the Program Director as soon as possible.

