



The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name: Annual Leave
Effective Date: May 24, 2011
Document Status: Approved

Purpose

Students in the College of Graduate Health Sciences are research trainees who are focused on their educational goal and commit the time and effort required to achieve this goal. Nevertheless, the College considers personal time an important component in a healthy academic experience. The purpose of this policy is to outline the terms of student annual leave.

Policy Details

Students are granted two weeks per academic year of vacation days in addition to specific administrative closings or holidays in their working environment. Students must obtain signature approval from their mentor and program director at least one week in advance of the leave.

Specific requests for religious holidays should be discussed with the mentor and honored when they do not present undue hardship to laboratory and career goals.

The mentor and student should discuss possible situations that will necessitate working holiday hours in order to complete critical experiments, obtain data for grant submissions or bring manuscripts to the submission stage.

Should a student require additional leave, for example to travel internationally, they must arrange this with their mentor. Such an arrangement may include working during administrative holidays to gain additional days or forgoing leave in order to accrue time at a later date. Students who wish to accrue time in excess of the two weeks per year may do so with the approval of their mentor. The College has a policy that any student who will be absent for more than four weeks must make a written request to their Program Chair and receive permission of the Dean prior to their absence as stipulated in the Absence policy. A student who is absent for more than four weeks without permission will be withdrawn.



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Policy Scope

Applies to all enrolled students.

Related Policies

Absence

Definitions

Program Director. The listed director of the student's academic program.

Signature approval. A positive action indicating approval as is required by the student's program (e.g., wet signature on a form, electronic signature, email confirmation, etc.).

Vacation days. The days allotted to each student each year for personal activities.

Document History

Approved May 24, 2011 by Graduate Studies Council.

Modified and approved October 23, 2012 by Graduate Studies Council to require signature approval of annual leave.

Administratively reviewed by Graduate Studies Council October 27, 2015.