

**Department of Pharmacology and Toxicology**  
**University of Louisville**  
**Policy on Graduate Student Leave**

**Parental leave.** Graduate students are eligible for leave from their academic responsibilities for a period of three weeks in connection with the birth or adoption of a child. Either parent is eligible for parental leave. The student will be allowed to retain the stipend, tuition and other benefits during the leave period as well as remain in full-time enrollment status.

**Sick leave.** Mentors may grant up to 15 calendar days per year of sick leave to their graduate students. If approved, the students will continue to receive stipends during the time of the sick leave. This period of 15 calendar days per year of paid sick leave may be extended in response to a written request and documentation from the student, cosigned by the mentor, upon approval by the Departmental Graduate Student Affairs Committee. Sick leave may be used for medical conditions related to pregnancy and childbirth.

**Unpaid leave.** Graduate students requiring extended periods of time away from their research training, that is more than 15 calendar days of sick leave or more than 3 weeks of parental leave, must seek approval for an unpaid leave of absence. The student must provide a letter, cosigned by the mentor, indicating the dates of the requested leave and reasons for the request. Approval for an unpaid leave of absence must be requested in advance from Departmental Graduate Student Affairs Committee. During an unpaid leave of absence, documentation to suspend the graduate stipend, if any, will be forwarded by the Department to the Payroll Office.

**Part-time status.** Graduate students who are facing extenuating circumstances (serious health condition, issues with care of a family member, etc.) may petition to enroll in part-time status for one semester for a situation that does not require a full leave of absence.

Approved by vote of departmental faculty, 5-6-10