

Overview of Student Leave Policies

UofL Department of Microbiology and Immunology

Graduate students pursuing the doctoral degree in the Department are paid as full time Graduate Research Assistants, typically through IPIBS fellowships, research grants, or other fellowship support. They receive benefits and are treated by the University as non-hourly (exempt) employees, provided full-time student status is maintained. The following types of absences are recognized by the Department of Microbiology and Immunology following guidelines established by the Graduate Council of the School of Interdisciplinary and Graduate Studies (SIGS).

Types of Absences:

Sick Days: Unplanned, typically short-term absences. Students should notify the mentor¹ of any absences due to illness; course instructors or other University personnel who may be affected by the absence should also be notified. The number of sick days available is at the discretion of the mentor.

Vacation: Should be planned in advance with the mentor¹, and limited to 10 business days per year as directed by guidelines from SIGS.

University holidays: Typically 13 per year, including breaks. Students should discuss taking time off with the mentor¹ in advance of being absent, including during University holidays (e.g., winter and spring breaks).

Family Leave: Either parent is eligible for paid leave of 6 weeks after the birth or adoption of a child. Time in excess of 6 weeks must be approved by the mentor, and will be counted as sick leave or vacation. Further details are provided in the IPIBS Student Handbook.

University related travel: Typically this is to attend a scientific conference or other meeting relevant to the training of the student, as approved by the mentor. Absences that extend beyond the time needed to travel to and attend a conference will be counted as vacation. International travel by all students, regardless of citizenship, requires advance approvals from i) the mentor, ii) the Associate Dean of Graduate and Postdoctoral Studies (Dr. Russell Salter) and iii) the Provost's office using the UofL Request for Authorization of Out-of-Country Travel, which can be found at louisville.edu/provost/travel/OOC_Form.pdf. This form must be completed, and approved by the Provost, prior to purchasing tickets or otherwise making reservations for travel.

Personal travel to country of origin by international students: Requires advance approval from the mentor and adherence to the Department of Microbiology and Immunology "Checklist for International Travel to Country of Citizenship" document. Salary support may be stopped if the student is unable to return after using all available vacation time.

Extended medical or personal leave: The University recognizes that students may need to interrupt their studies for medical or personal reasons. Extended leaves are usually at least one semester and no more than one year. After discussion with the mentor, a student may apply for a leave by submitting a Variance Request Form (found at <http://louisville.edu/graduate/faculty-staff>) to the Graduate Program Director and Associate Dean for Graduate and Postdoctoral Studies. Final approval of the request is granted by the Vice Provost for Graduate Affairs. Both pay and student registration is suspended during this time, and students may not be enrolled in classes or participate in other university sanctioned activities.

International students requesting leave for medical purposes must first obtain a dated letter from their doctor indicating the need for the student to not be registered for coursework during the proposed leave period. International students on visas should be aware that loss of full time student status may jeopardize their immigration status, and should check with the International Center for more details before submitting a request to the Graduate School.

¹The M&I Graduate Program Director serves as mentor for rotating Y1 students who have not yet joined a lab.