

**University of Tennessee Health Science Center**  
**College of Graduate Health Sciences**  
**Student Leave Request Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Program: \_\_\_\_\_

Type Code	Dates Requested	Time (note if All Day)	Total Hours

Use the following lines for explanation if above is notification of sick, funeral, or other extended leave:

\_\_\_\_\_

\_\_\_\_\_

Type Code Key:

**Approval**

A - Annual  
P - Personal  
O - Other

**Acknowledgment**

S - Sick  
F - Funeral  
O - Other

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Supervisor (Mentor) Signature**

\_\_\_\_\_  
**Program Director Signature**

**Dean's Approval:**  Yes  
 No

**Type of Leave:**  Paid (while student is on GRA stipend)  
 Unpaid

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**CGHS Annual Leave Policy** [<http://www.uthsc.edu/grad/CollegeInfo/Policies/Annual-Love.pdf>]:

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:

- 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 [on the leave form] 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.

(Effective May 24, 2011. 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.)