

Graduate Student Leave Policy

Auburn University does not consider graduate students to be employees; hence, graduate students do not accumulate vacation, personal or sick leave time and the provisions of FMLA do not apply. Thus, HSDP graduate students are approved for absence only for official holiday periods as specified by the Auburn University Office of Human Resources. Those HSDP graduate students on assistantship will be granted paid leave only for those official holiday periods. These dates can be found on the web at http://www.auburn.edu/administration/human_resources/holidays.htm.

For 2011, Auburn University Holidays include:

January 17	Martin Luther King, Jr. Holiday
May 30	Memorial Day
July 4	Independence Day
September 5	Labor Day
November 23-25	Thanksgiving
TBA	Christmas and New Year

Requests for exception to the leave policy for vacation and personal leave must be approved in advance by the graduate student's faculty advisor, assistantship supervisor (if applicable), Department Head and Associate Dean for Research and Graduate Programs.

Requests for exception to the leave policy for sick leave must be submitted in advance, if possible, and approved by the graduate student's faculty advisor, assistantship supervisor (if applicable), Department Head and Associate Dean for Research and Graduate Programs. If sick leave cannot be approved in advance, please submit a leave form upon your return. All requests for exceptions to the leave policy for sickness must be accompanied by an explanation from a primary health care provider.

Graduate students on assistantship may not be paid for absences during other periods. Excessive unexcused absences may serve as grounds for terminating a graduate student's financial support and/or their position in the graduate program.