

Core Campus
School of Education Indiana University
Family and Medical Leaves for Graduate Students

Effective date: xx/xx/xxxx

Purpose The purpose of this policy is to provide continuing support of graduate students in the School who need temporary relief from duties because of a medical or family situation.

Eligibility To be eligible for leave a student must:

- Be enrolled full-time in an Education Graduate degree-granting or teacher certification program
- Have been enrolled full-time at least one semester in a School graduate program
- To receive paid leave, the student must hold a Student Academic Appointment in the School of Education, including affiliated centers, of at least 37.5 % FTE at the time of the leave
- Not have been previously granted or on leave for a maximum of 24 months in total

Reasons for Leave A leave may be requested for the following reasons:

- A serious health condition requiring an absence of 3 weeks or more
- Care of a child within 12 months of the child's birth or adoption
- The serious health condition of a spouse, domestic partner, child, or parent when the student is the primary or co-primary caregiver and the absence is anticipated to continue for at least three weeks
- Death of a spouse, domestic partner, child or parent

Leave Frequency Graduate students may take family or medical leave in up to two terms of every five calendar years, but must be enrolled full-time for at least one Fall or Spring term between leaves. Family leave for the birth or adoption of a child must be concluded within 12 months of the birth of the child or the date on which the child is placed for adoption with the academic appointee.

Terms and Conditions of Leave Students on family or medical leave who are on eligible Student Academic Appointments for the entire Fall or Spring term shall receive continuing full support including stipend, health insurance, and any fee remission for up to 6 consecutive weeks of leave, or to the end of the semester, whichever occurs first. Students on eligible summer appointments shall receive continuing full support for up to 2 consecutive weeks; students on other eligible appointments shall receive a number of leave days proportionate to the total duration of their appointment. During the time of leave, the student's duties and responsibilities will be reduced to providing information related to current students or research projects, as requested by the hiring department or center.

Students approved for a family or medical leave under this administrative practice will be entitled to a one-term extension of all major degree milestones and time limits such as qualifying exam deadlines and the number of years between passing the oral qualifying exam and obtaining the degree. Students who are enrolled in G 901 during the leave or who have incomplete grades from previous terms may also be eligible for extensions of the standard limits.

Current enrollment status will not be automatically affected by leaves under this administrative practice. The student should discuss their options with faculty advisors and make individual arrangements with course instructors for any necessary accommodations to enrolled courses. If the leave is formally approved, these options may include:

- A waiver of drop/add fees so that they can transfer from regular courses to research credits during the period of the leave, and
- Complete withdrawal from current coursework, but processing the withdrawal at the very end of the semester to avoid terminating the SAA and associated benefits.

If at all possible, such requests should be made as part of the initial request for a leave, and should be accompanied by a written recommendation from a faculty advisor. Such requests are likely to be denied if made more than one week after the leave has begun.

Responsibility of Student It is the responsibility of the student:

- To request the leave as soon as possible. If the leave is anticipated this should occur prior to the beginning of the semester. If the leave is unanticipated, the request should be made no more than one week after the need for the leave occurs. Leaves may be denied because of failure of the student to provide adequate notice of the request for the leave
- To provide any necessary medical certification or other verification of the reason for the leave
- To discuss with faculty advisors the impact of the leave on course and degree progress and to make any necessary special arrangements. Requests should be made as part of the initial request for a leave whenever possible, and may be denied if made more than one week after the leave has begun
- For Student Academic Appointees: to provide certification of ability to return to duties, where appropriate
- For Student Academic Appointees: to provide information related to current students or research projects, as requested by the hiring department or center. It shall be the responsibility of the hiring unit to arrange for covering the student's remaining duties during the time of the leave.

Procedure Requests for a leave under this administrative practice should be made by the student to any faculty advisor or directly to the Office of Graduate Studies by filling out the appropriate form. Any requests received by faculty members should be forwarded to the Office of Graduate Studies. Final approval of family and medical leaves will be made by the Associate Dean for Graduate Studies, after consultation with the department or center, and the University Graduate School, if applicable. Leaves will be considered only for current or future terms, and will not be granted retroactively.

Return from Leave Requesting a leave under this administrative practice shall not negatively affect evaluation of a graduate student's academic progress and performance. Upon return from the leave, Student Academic Appointees will be assigned the same or similar duties as determined by the needs of the department.

School of Education Indiana University
Graduate Student Leave of Absence Request

Last _____	First _____	Student ID # _____
Degree Program _____		____ Yes ____ No
Name of Fellowship or Student Academic Appointment _____		I receive Student Loans
Date leave is to begin _____ end: _____ Type: A. ____ Medical ____ Family ____ Discretionary		
B. ____ Paid ____ Unpaid		

This Leave of Absence is for the following qualifying reason:

- ☐ a serious health condition requiring an absence of 3 weeks or more
- ☐ care of a child within 12 months of birth or adoption of a child
- ☐ care of a spouse, domestic partner, child or parent with a serious health condition when the student is the primary or co-primary caregiver and the absence is anticipated to continue for at least 3 weeks
- ☐ death of a spouse, domestic partner, child or parent

Name/Relationship of relevant family member: _____

Note: Same sex domestic partner and children of partnership coverage must be qualified by the University's Affidavit of Domestic Partnership.

- ☐ Other, please attach explanation

All requests must be accompanied by a memo from the department chair/center director describing how job duties will be covered if the student is a Student Academic Appointee. If the student has multiple appointments, memos are required for all appointments.

Requested accommodations:

- | | |
|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Term extension of incompletes<input type="checkbox"/> Absence from Student Academic Appointment duties<input type="checkbox"/> Transfer of all current credits to research | <ul style="list-style-type: none"><input type="checkbox"/> Grade of Incomplete for current coursework<input type="checkbox"/> Complete withdrawal from coursework<input type="checkbox"/> Other, please attach explanation |
|---|--|

A graduate student in the School of Education may request a leave of absence by submitting a Leave of Absence Request form to the Office of Graduate Studies. **Approval is subject to the following conditions and understandings:**

1. The student completed at least 1 full-time semester prior to the leave request.
2. The student was not previously granted or on leave for a maximum of 24 months in total.
3. The student and department understand that a leave does not apply retroactively.
4. The student and department understand that a leave does not automatically extend grades of incomplete
5. The student and department understand that a leave does not automatically extend or circumvent milestones or other requirements determined by the School of Education or the University Graduate School.
6. The student and department understand that a leave preserves the curriculum and requirements designated in the School of Education Graduate Program Bulletin and the University Graduate School Bulletin at the time of the student's leave in the event of change in curriculum or degree requirements while a student is on leave.
7. The student understands that a department may choose not to accept a course, thesis or doctoral requirement while he or she is on leave.
8. The student understands that depending on the length and timing of his or her leave, the leave may affect their funding, i.e. fellowship monies received, AI stipend, federal loan, etc., and will contact the Office of the Bursar or their funding source to discuss this matter.
9. The student understands that not returning to their academic program following the end of an approved leave without prior communication, forfeits any remaining commitments or agreements from the School, Department, or Center of ongoing financial support or special academic arrangements made in subsequent semesters.
10. The department understands that if a student is applying for and the department agrees to a paid leave department maintains financial responsibility for the student on leave and any temporary replacement.

Student Signature _____	Date _____
Faculty Advisor Name & Signature _____	Date _____
Department Chair/Center Director Signature (required for paid leave request) _____	Date _____
Associate Dean for Graduate Studies _____	Date _____

Please submit completed and signed request along with medical certification to: Office of Graduate Studies ED 2100 201 N. Rose Ave Bloomington IN 47405 p.812.856.8504 f. 812.856.8505 e. educate@indiana.edu

FOR GRADUATE OFFICE USE ONLY:

___ Leave **conditionally** approved pending receipt of medical certification (received w/in 15 days on ___)

___ Leave **approved**

With the following accommodations:

- ☐ Extension of incompletes and milestones
- ☐ Transfer of all current credits to research
- ☐ Change in SAA duties

- ☐ Grade of incomplete for current coursework
- ☐ Complete withdrawal from coursework
- ☐ Other (see attached)

Leave **denied** because Student:

- ☐ is not enrolled full-time in an Education Graduate program or is not in good academic standing
- ☐ has not been enrolled full-time in an Education Graduate program for 1 semester before/between leaves
- ☐ does not have a qualifying reason for leave
- ☐ has exhausted calendar year allotment
- ☐ is not eligible for paid-leave because the student does not hold an eligible Education appointment
- ☐ did not submit medical certification

Additional Comments:

Office of Graduate Studies (signature of reviewer)

Date

Date given to student: ___ Via: ___ U.S. Mail ___ E-mail ___ Other (specify): _____

*Please submit completed and signed request along with medical certification to:
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p.812.856.8504 f. 812.856.8505 e. educate@indiana.edu*

School of Education Indiana University

Graduate Student Leave of Absence

Frequently Asked Questions

GENERAL

What is a Graduate Student Leave of Absence?

The Graduate Student Leave of Absence provides students with an opportunity to take care of uncontrollable events that interfere with their ability to work towards a degree. The Graduate Student Leave of Absence is available to all full-time graduate students in degree-seeking and teacher certification programs and provides up to two years of relief from coursework and degree milestones. Most Leaves of Absence are granted to students who need to be away from their studies for family or medical reasons. Discretionary leaves for reasons other than family or medical are also available on a case by case basis. Students who have at least a 37.5 FTE academic appointment are eligible for up to six weeks of paid Family & Medical Leave. This includes teaching assistants, research assistants, associate instructors, and faculty assistants who receive University-paid health benefits. Employment or study elsewhere while on leave without explicit written approval is prohibited and may be grounds for cancelling the leave or academic dismissal.

Is the Graduate Student Leave of Absence the same as the Indiana University Family and Medical Leave of Absence for Faculty and Staff?

No. The Graduate Student Leave of Absence policy is designed for graduate students and differs from the faculty and staff policy.

What are the benefits of an approved Graduate Student Leave of Absence?

If approved for a Graduate Student Leave of Absence, the academic benefits are worked out individually for each student with the guidance of their faculty advisors, departments/centers, and the Assistant Dean for Graduate Studies. A student receives a written record of their absence and may request an absence from student academic appointment, transfer of current credits to research, receive grades of Incomplete, a one-term extension of current grades of Incomplete, or completely withdraw from coursework. The student works with the Student Advocates Office regarding complete withdrawal from coursework. The Leave of Absence may also extend financial commitments that are contingent on continued progress towards a degree.

The Office of Graduate Studies also works with the University Graduate School regarding extensions of milestones. A student may use documentation of an approved leave as support for their request for a milestone and time limits extension from the University Graduate School. A leave of absence does not guarantee an automatic or immediate extension of milestones or standard limits by the University Graduate School.

How long is a term extension?

A term extension is equal to one Fall or Spring semester. A department/center may also determine a different length of time for their student, not to exceed one semester.

When can a student request a Graduate Student Leave of Absence?

A student seeking a Graduate Student Leave of Absence should request the leave as soon as possible. If the leave is anticipated, this should occur prior to the beginning of the semester. If the leave is unanticipated, the request should be made no more than one week after the need for the

leave occurs. Departments may submit paperwork on behalf of and with approval by the student. Leaves may be denied because of the failure of the Student to provide adequate notice of the request for leave. Leaves of absence may not be requested retroactively.

What qualifies a student to receive an unpaid Discretionary Graduate Student Leave of Absence?

Unpaid Discretionary Graduate Student Leaves of Absence are granted for students with reasons other than family or medical that may interfere with the ability to work towards a degree and at the discretion of the department/center. Employment or study elsewhere while on leave requires explicit written approval. Discretionary leave provides a written record of the student's absence. Leaves for military duty are coordinated in conjunction with the Indiana University Veteran Support Services.

How long does it take to process a Graduate Student Leave request?

If the request is complete upon submission, the typical process time is 7-10 business days. However, if the request is incomplete, the process may take up to 21 business days.

FAMILY AND MEDICAL LEAVE

What counts as a serious health condition?

Under the Indiana University Family and Medical Leave policy, qualifying serious health conditions include any of the following: Chronic conditions (diabetes, epilepsy, asthma, etc.); Multiple treatments (chemotherapy, dialysis, etc.) Pregnancy & prenatal care; overnight hospitalization; permanent/long term conditions (Alzheimer's, terminal disease); Incapacity of more than three calendar days requiring a continuous regimen of treatment (including injury).

Is medical certification required?

Medical certification is required for any serious health condition. A student should obtain a copy of the medical certification form and take it to the health care provider to have it completed. The medical certification should be submitted within in 15 days of the leave request.

Who qualifies as a health care provider under the Graduate Student Leave of Absence guideline?

Under the Indiana University Family and Medical Leave policy, persons authorized to provide health care services include podiatrists, psychologists, optometrists, chiropractors, dentists, doctors of medicine or osteopathy, nurse practitioners and midwives, clinical social workers, Christian Science practitioners, and any recognized IU health plan provider.

Who are the family members covered under the Graduate Student Leave of Absence guideline?

A student may use the Graduate Student Family and Medical Leave for his/her own care, the care of a spouse, dependent children under age 18, same sex domestic partner as qualified by the University Affidavit of Domestic Partnership, child of the same sex domestic partner, or the parents of the student.

STUDENTS

How do I apply for a Graduate Student Leave of Absence?

Requests for a Graduate Student Leave of Absence can be made by the student to his or her faculty advisor, center director, department chair, or directly to the Office of Graduate Studies by completing the leave request form.

What signatures do I need on Graduate Student Leave of Absence request form?

A complete unpaid Graduate Student Leave of Absence request form will have the student's and the Faculty Advisor signatures. A student requesting a paid Family & Medical Leave **must** have the Department Chairperson's or Center Director's signature in addition to the advisor's.

What if I need more than the 6 weeks provided under a paid Graduate Student Leave of Absence?

Although very few students are granted Leaves of Absence for more than one semester, a student may request a leave of up to two years. The two years may include 6 weeks of paid leave and the remainder in unpaid leave.

What do I receive on a paid Graduate Student Leave of Absence?

A student on a paid Family & Medical Leave under the Graduate Student Leave of Absence receives continuing full support including stipend, health insurance, and any fee remission for up to 6 consecutive weeks of leave or to the end of the semester, whichever comes first. Students on eligible summer appointments shall receive continuing full support for up to 2 consecutive weeks. Students on other eligible appointments may receive a number of leave days proportionate to the total duration of their appointment.

What happens to my coursework when I am on an approved Graduate Student Leave of Absence?

The details of each Leave of Absence are worked out for each individual student in consultation with their faculty advisors. Students approved for a family or medical leave often receive a one-term extension of all major degree milestones and time limits such as qualifying exam deadlines and the number of years between passing the oral qualifying exam and obtaining the degree. Students who are enrolled in G901 during the leave or who have incomplete grades from previous terms may also be eligible for extension of the standard limits. It is necessary to work with the student's faculty advisors and University Graduate School to determine eligibility and approval for milestone extensions.

How often may I take a Graduate Student Leave of Absence? May I take a Graduate Student Leave of Absence on an intermittent basis?

Although most students will be granted no more than one semester of unpaid Leave during their graduate career, the leave may provide for up to two years of relief from coursework and degree milestones. Each graduate student with at least a 37.5 FTE academic appointment is eligible for paid family or medical leaves in up to two terms of every five calendar years, but must be enrolled full-time for at least one semester in between leaves. Extended or intermittent leaves may be granted for students with chronic serious health conditions or ongoing treatments (i.e., chronic asthma, chemotherapy or dialysis treatments, care of a qualifying family member). Students should schedule foreseeable appointments around their normal work schedule and seek

department/center approval on foreseeable absences. We encourage students to work with their faculty advisors to craft a Leave request that best suits their needs.

In the event of child birth or adoption, and both myself and my spouse/domestic partner are graduate students in Education, are we able to take paid Family and Medical Leave at the same time?

Yes. Requests for leave are treated on an individual basis. If both parents meet all necessary conditions, they may request and be approved for leave at the same time.

FACULTY AND DEPARTMENTS

Who pays for an approved Family and Medical Leave?

The School expects each department/center to cover the cost of paid Graduate Student Leaves of Absence in much the same way as it does for other employees. A department chairperson's or center director's signature on the leave request acknowledges their awareness and understanding of their financial responsibility. If the costs present a major hardship, the department/center should contact the Office of Graduate Studies as soon as possible to discuss alternatives.

Who covers for the student's academic appointment duties and academic load while the student is on leave?

The School leaves it to each department/center to work out the details of a replacement. Some departments have hired temporary instructors; others temporarily shift the work responsibilities to faculty or other staff.

May a student use the Graduate Student Leave of Absence on an intermittent basis?

Yes, a student is eligible, with department/center approval, to the use Graduate Student Leave of Absence intermittently. The School asks departments/centers to work closely with the student to craft a Leave request that best accommodates both the student's and the department's/center's needs.