VCU School of Medicine

Vacation, medical and family (maternity/paternity) leave for graduate students

**Paid Leave Time** – Individuals employed as graduate assistants in programs administered by the School of Medicine are eligible for 20 days paid leave in each appointment year in addition to designated University holidays. These leave days can be used for any combination of vacation and sick leave. Leave is not cumulative from one appointment year to the next. Work performed on site on University holidays may be added to paid leave by arrangement with the mentor. All leave for vacation purposes must be approved in advance by the mentor, and, if the individual is not a U.S. citizen, any travel outside the U.S. must be approved by VCU Immigration Services.

**Family and Medical Leave** - Graduate students in programs administered by the School of Medicine are eligible for up to 60 calendar days (equivalent to 8 work weeks) of paid leave per year for the adoption or birth of each child. Either parent is eligible for the parental leave. Scholars may use paid leave time (described above) to cover additional leave for the birth or adoption of a child.

Scholars must provide advanced notification to the Advisor and the Fiscal Administrator of the appropriate unit at least six weeks in advance of the anticipated first day of leave.

Adopted August 7, 2017