

**Homewood Schools
Graduate Student Assistant Leave Guidelines
(Effective Fall 2010)**

NOTE: this policy pertains to the Krieger School of Arts and Sciences and Whiting School of Engineering Fulltime graduate programs only.

To ensure the personal well-being and productivity of our graduate students, safeguard against excessive demands on graduate students' personal time, and introduce a minimum standard across the two Homewood schools regarding leave, the Deans of the Krieger School of Arts and Sciences (KSAS) and Whiting School of Engineering (WSE) have established the guidelines found below.

These guidelines apply to all KSAS and WSE research and teaching assistants. Individual graduate programs of these schools must either implement these guidelines as stated or provide similar guidelines for review by the respective Dean's Office.

PAID LEAVE

All graduate students with 12-month research assistantships and/or teaching assistantships are guaranteed 10 weekdays of paid leave, for any reason (in addition to university holidays*), every 12-month period -- typically September through August -- unless prohibited by a grant by which the graduate assistant is funded. (If the student's funding grant does not permit 10 weekdays of paid leave, the student is entitled to the full allotment through unpaid leave.) This is separate from sick leave (covered below), and sick leave should not be deducted from the paid leave allotment. This amount of paid leave may be increased by the supervisor at his or her discretion. Unused days may not be carried over into the following 12-month period and are not payable upon departure.

Paid leave for graduate assistants with appointments of fewer than 12 months is at the discretion of the faculty supervisor.

notes:

- Graduate assistants must provide reasonable advance notice of intention to use paid leave — and must receive consent from the faculty supervisor.
- Teaching assistants may not use paid leave to diminish or delay any instructional duties.
- Time spent traveling to and attending academic conferences approved by the faculty supervisor is not considered paid leave.

*This pertains to the official 12.5 days sanctioned by Johns Hopkins University listed on the University Holiday Calendar.

SICK LEAVE (applies to all graduate/research assistants)

Short absences (those anticipated to be one week or less) due to a student's illness or that of a family member should be granted with notice to a student's supervisor, provided they are not excessive, and consistent with policy and departmental needs. These should be paid absences, but these days should not be subtracted from any paid leave earned through the policy above.

A graduate assistant who anticipates an extended absence (more than one week) due to his/her illness or that of a family member must notify the supervisor and department administrator as quickly as possible. If such leave is granted, Departments are expected to consider making reasonable financial arrangements with the student, consistent with departmental resources and grant obligations. If the illness may result in an extended absence, the student may apply for a leave of absence, in keeping with University policy. Students can consult with their department for more information.

At its discretion, the department may require the student to submit verification of the need for such leave from their healthcare provider to the Student Health and Wellness Center for review. Any documents containing a student's medical information must be kept separate from his/her academic file.

JURY DUTY

For the Homewood Jury Duty Policy, please visit: <http://homewoodgrad.jhu.edu/academics/policies/>