

GRADUATE STUDENT PERSONAL TIME OFF REQUEST

Students with graduate assistantships are expected to continue with their research during academic breaks (including the Summer months) with the exception of the official university holidays. A complete list of the official university holidays can be found at the Human Resources website: http://www.cmu.edu/hr/benefits/benefit_programs/time_off/holidays.html

Due to federal regulations governing graduate student support, paid time off for personal business and vacations is not provided. A supported graduate student wanting to take a one week break during one of the summer months in which they are receiving a stipend is expected to get approval for that break with their advisor and make up the work during the other three weeks of that month. Supported graduate students wishing to take longer periods of personal time off must do so without pay and must receive advanced approval from their research advisor a minimum of four weeks prior to the requested time off. The advisor must then notify Maxine of this approval so that stipend adjustments can be processed.

TO BE COMPLETED BY STUDENT:

Student's Name: _____

Advisor's Name: _____

Personal Time Off Requested Date(s) ____/____/____ through ____/____/____

Students Signature _____

TO BE COMPLETED BY ADVISOR:

By signing below, I agree that a stipend WILL NOT be paid during the personal time off indicated above:

Advisors Signature _____

Please submit completed personal time off request form to Maxine Leffard no later than four weeks prior to your requested vacation.