

## NGP Student Vacation Policy

Acceptance into the Neuroscience Graduate Program includes a 12-month graduate teaching assistantship from the program for the first two years, followed by support from the mentor or other sources for years 3-5. Your position under each of these funding arrangements is considered a 12-month, full time position which includes 2 weeks (10 days) paid vacation and the 9 university administrative holidays (current listing available at <http://www.uvm.edu/~uvmpr/?Page=adminholidays.html&SM=eventssub.html>). The “academic calendar” and its additional breaks do not apply to NGP graduate students. Unused vacation days will not be paid upon separation from the program and may not be carried forward from one year to the next. Students are also entitled to six days of medical leave per year. There will be no payment for unused days at the time of separation from the program; unused medical leave may be carried forward into the following year.

In general, students should employ an honesty policy when using vacation or medical leave (i.e., students do not need to report leave in the Peoplesoft system). First year students should consult with the chair of the curriculum and tracking committee (currently Cindy Forehand) regarding planned vacations or extended illness. Upon joining a lab in the summer ending the first year, discussion of planned absences or illness should be with the mentor. Students are expected not to take vacation during a teaching obligation.

A leave of absence may be approved by your mentor and the Graduate College under certain circumstances. For the full policy, eligibility requirements, and procedures, please see the Graduate College “Services, Forms, and Policies” web page at <http://www.uvm.edu/~gradcoll/?Page=services.html>.