

Homewood Schools
Graduate Student Vacation, Short-term Sick/Personal Hardship Leave, and Jury Duty
Guidelines Effective Fall 2010, Revised Summer 2022

This policy pertains to the Krieger School of Arts and Sciences and Whiting School of Engineering
full time, residential 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 vacation and sick leave, the Deans of the Krieger School of Arts and Sciences (KSAS) and Whiting School of Engineering (WSE) have established the guidelines found below.

VACATION

PhD Students

Full time, resident PhD students are guaranteed 10 weekdays of vacation, for any reason, every 12-month academic year period: September through August. This is separate from short-term sick/personal hardship leave (covered below). Additional vacation time may be approved by the supervisor at their discretion with an expectation of standardization and equity in labs/research groups. Unused days may not be carried over into the following 12-month period and are not payable upon departure from the graduate program for any reason.

Master's Students

Master's students who are enrolled in coursework or who are part-time or nonresident are not guaranteed vacation time during semesters of enrollment, but are encouraged to plan their vacation schedules to coincide with university holidays, approved student break periods (such as spring break and/or the week of Thanksgiving), and intersession and summer terms (which are not mandatory terms of enrollment).

Master's students enrolled as a full time resident students in a research or non-coursework program qualify for 10 weekdays of vacation time total in an academic year as long as they maintain their fulltime, resident, research/non-coursework status. If a master's student is only engaged in a single semester/term of full time, resident research/non-coursework status, they are entitled to up to 5 weekdays of vacation per semester/term, with an annual total of no more than 10 weekdays of vacation. Additional vacation time may be approved by the supervisor at their discretion with an expectation of standardization and equity in labs/research groups. Unused days may not be carried over into the following 12-month period and are not payable upon departure from the graduate program for any reason.

Important Notes:

- Students must provide reasonable advance notice of intention in writing of their intent to take vacation time and must receive consent from their advisor and supervisor (if a TA).
- If a student is not formally advised yet and is not TA-ing, their program head/chair or DGS is able to grant vacation approvals.
- 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 advisor/supervisor is not considered vacation.
- The 10 weekdays of leave **is in addition** to official university holidays where the university is officially closed: <https://hr.jhu.edu/wp-content/uploads/2022-2024-University-Holiday-Calendar-08.16.21.pdf>
- Students with full funding (stipend, etc.) will maintain their funding while on approved vacation. Otherwise, vacation is unpaid leave (hourly positions, no funding, etc.)

SHORT-TERM SICK/PERSONAL HARDSHIP LEAVE

Short absences (those anticipated to be one week or less) due to student or family member illness, family death, etc. should be granted with notice to a student's advisor/supervisor, provided they are not excessive, and consistent with policy and departmental needs. Additional short-term leave time may be approved by the supervisor at their discretion with an expectation of standardization and equity in labs/research groups. Students with full funding will maintain their funding while on approved sick/personal leave. These days should not be subtracted from any vacation time.

If the circumstances for the short-term leave may actually result in/ lead to the need for an extended absence, it may be more appropriate for the student to apply for a leave of absence, in keeping with University policy. Students should consult with their department and graduate academic affairs office for more information and on how to apply.

Important Notes:

- Students are strongly encouraged to make an appointment with their divisional student affairs office for support and guidance as soon as possible when encountering illness or personal hardship. <https://homewoodgrad.jhu.edu/student-services/who-can-help-me-and-how/>
- At its discretion, the student's dept may require the student to submit a doctor's note (but should not ask for diagnostic/specific medical information) or obituary/any other documentation relevant to the unplanned short-term leave.
- Students cannot file for a formal Leave of Absence until they have met with their divisional student affairs office for a mandatory consultation. The Leave of Absence policy and process can be found here: <https://e-catalogue.jhu.edu/engineering/full-time-residential-programs/graduate-policies/academic-policies/#enrollmentstatusetext>

JURY DUTY

<https://studentaffairs.jhu.edu/studentemployment/employer-information/employer-handbook/hr-related-policies/benefits/>

Graduate students with the Krieger School of Arts & Sciences (KSAS) and the Whiting School of Engineering (WSE) who are employed in a student worker position (i.e. teaching assistant, research assistant, fellowship, hourly worker, etc.) summoned for jury duty or subpoenaed to testify, is authorized to be absent from his/her work for the actual time required by such service.

If summoned, you must present the summons or subpoena to your immediate supervisor before a leave can be issued. Graduate student employees are eligible for paid leave of absence as a juror or court witness. Federal Work-Study funds, however, cannot be used in these instances — departments must fund this leave using other resources.

Jury duty or duty as a court witness is service and time spent away from a university position as a result of a subpoena issued by a court. Service as a volunteer expert witness or other volunteer court duty is not included in the provisions in this leave of absence.