

## **GGE Graduate Student Vacation Policy**

**Philosophy:** GGE faculty and staff know that our graduate students work extremely hard and we respect the need for vacation and family time. We depend on graduate students and respect their work. GGE will attempt to serve all of our students as fairly as possible. GGE does not count your hours because you are professionals and we trust you to meet your research responsibilities in a timely fashion.

**3.1 Vacation Days:** Full time students may take up to three weeks vacation during the year. This includes any extra days (other than university holidays) taken at Christmas or March Break. Please note that, in Canada, vacation for most employment begins at 2 weeks per year and only increases with seniority.

**3.2 Funding:** Supervisors are not required to fund students for more than the total 3 weeks' vacation (including extra vacation at Christmas etc.). Research funding is a privilege; it is not a right. Also as professionals we are all responsible for meeting our research schedules and budgets.

**3.3 Notice:** Students should give supervisors and/or the Director of Graduate Studies notice of any significant vacation leave (e.g., longer than 1 week) at least 1 month in advance when possible.

**3.4 Emergencies:** Since we sometimes have to locate a student quickly, students should leave contact information with their supervisor and the Graduate Secretary.

**3.5 Extended Leave:** Research supervisors need to be able to use their money wisely and if you are not available to do the research then they need to be able to hire substitutes. If students need more time, to travel abroad for example, then this extra time is the responsibility of the student.

Therefore, when students wish to take more than 3 weeks during the year, then the extra time is considered a leave of absence. This includes students who are funded by outside scholarships such as NSERC. A leave must be arranged with the supervisor and may depend on research commitments for that supervisor.

Students are also still required to meet their research schedules including PhD general exams unless there are documented circumstances such as health or family issues.