Dear Student,

As a program, we understand that sometimes students need to take some time away. MGG has created the following list of resources (last updated: August 2022) for your convenience. Use this resources list as a starting point, and as you consider all your leave options, please communicate regularly with your major professor, academic advisor, and graduate program coordinator. This communication is critical to making your transition as smooth as possible.

Best wishes,

MGG

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<tr>
<th>Types of Leave Options</th>
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<tr>
<td><strong>Medical Leave</strong></td>
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| **Short-term Medical and Family-Related Leave:** A student is eligible for 2 days (50% quarterly appointment) of leave not to continue beyond the end date of the appointment(s) for: personal illness and/or disability; the birth, adoption, or care of a child or family member; or family emergencies...

**Long-term Medical and Family-Related Leave:** A maximum of 4 weeks leave, not to continue beyond the end date of the appointment(s) is available to students who: have a serious health condition; need to care for a family member who has a serious health condition; or need to care for and bond with the student’s newborn child or a child placed with the student for adoption or foster care... **Additional Unpaid Leave for Serious Illness or Baby Bonding:** In addition to the Long-term Medical and Family-Related Leave, a student is eligible for 2 additional weeks of unpaid leave for their own serious health condition or in order to bond with a baby, not to exceed 6 weeks total leave.

**Long-term Medical and Family-Related Leave:** For pregnancy, childbirth, or related medical conditions for the period prior to, during, and after childbirth, a student may receive a maximum of 6 weeks leave, not to continue beyond the end date of the appointment(s)... **Additional Unpaid Pregnancy Disability Leave:** Running concurrently with the Long-term Medical and Family-Related Leave for pregnancy and childbearing, a student is eligible for a maximum of four (4) months of unpaid leave per pregnancy and/or reasonable accommodation for pregnancy disability, childbirth, and related medical conditions...
| **Other types of leave** | **Bereavement Leave:** A student is eligible for 3 scheduled work days of leave due to the death of a family member (per occurrence).  
**Jury Duty Leave:** Student employees receive leave for the duration of their jury summons...  
**Military Leave:** Student employees who are called to active military service will be provided unpaid leave from their current positions to fulfill their military obligations to the extent required by applicable law.  
Please see the Graduate Studies website for more details on leave, including eligibility, requirements, pay/funding, and full policies. [https://grad.ucdavis.edu/family-and-medical-leave-funded-graduate-students](https://grad.ucdavis.edu/family-and-medical-leave-funded-graduate-students) |
| --- | --- |
| **PELP** | The Planned Educational Leave Program (PELP) allows any continuing student to temporarily suspend academic work at UC Davis. Please ask your grad group coordinator for a PELP request.  
**PELP Website:** [https://gradstudies.ucdavis.edu/planned-educational-leave-program-pelp](https://gradstudies.ucdavis.edu/planned-educational-leave-program-pelp)  
Any break in registration (when not on PELP or Filing Fee), requires a student to submit a readmissions application to Graduate Studies. [https://grad.ucdavis.edu/withdrawal-readmission](https://grad.ucdavis.edu/withdrawal-readmission) |
| **Break in Registration** | **Leave Resources** |
| **How to request leave...** | **Employed Student:** ... Student employees are expected to contact the supervisor to request leave as soon as the need for the leave becomes known but not less than one working day in advance... unless the leave is for an unanticipated personal or family illness or bereavement. To request leave, the student completes their portion of the Leave Accommodation Request Form and submits all required documentation, including the Medical Certification, to the home department for approval.  
**Fellowship Funded Student:** Students supported by university fellowships will experience no change in their funding during an approved leave provided under this policy. To maintain fellowship eligibility, students must be registered, enrolled, maintain a minimum of 12 units, and meet the minimum 3.0 GPA criteria established by the Graduate Council... Students supported by fellowships from granting agencies external to UC Davis must adhere to the rules of the granting agency in regard to leaves...If the external agency requires suspension of payment during the leave period, the student may be eligible for substitute payment from the Leave Accommodation Fund for the duration of the approved leave.  
**Students should direct questions first to their hiring department staff or graduate program coordinator. Staff should contact Tracey Pereida in Graduate Studies.** |


Please see the Graduate Studies to access the Leave Accommodation Request information at [https://gradstudies.ucdavis.edu/requesting-leave-accommodation](https://gradstudies.ucdavis.edu/requesting-leave-accommodation)

### Registrar's Office

- Leave at UC Davis: [https://registrar.ucdavis.edu/registration/leave/index.cfm](https://registrar.ucdavis.edu/registration/leave/index.cfm)
- Schedule of Refunds: [https://registrar.ucdavis.edu/registration/leave/refunds.cfm](https://registrar.ucdavis.edu/registration/leave/refunds.cfm)

### Financial Aid

Changes to your status may affect your financial aid. Please discuss this with your major professor, program coordinator, Graduate Studies, and the Financial Aid Office (1100 Dutton Hall, 530-752-9246, Hearing Impaired: Dial 711 for CRS)

Financial Aid Website: [financialaid.ucdavis.edu/graduate](http://financialaid.ucdavis.edu/graduate)

### International Students

Certain types of leave may affect your VISA status. Please discuss this with your major professor, program coordinator, and Services for International Students and Scholars (3140 in the International Center, 530-752-0864)

SISS Website: [http://siss.ucdavis.edu/](http://siss.ucdavis.edu/)

### Counseling

You can make an appointment online at Health-e-Messaging, in person or by calling (530) 752-2349 for medical services or (530) 752-0871 for mental health services. The Appointment Desk follows the same Hours of Operation, however it closes at 5:00PM. Counseling Services for Med Students, Vet Med Students and Law Students are scheduled through a different process.

- Scheduling an appointment: [https://shcs.ucdavis.edu/schedule-or-cancel-appointment](https://shcs.ucdavis.edu/schedule-or-cancel-appointment)
- Counseling Services: [https://shcs.ucdavis.edu/services/counseling-services](https://shcs.ucdavis.edu/services/counseling-services)
- URGENT help: [https://mentalhealth.ucdavis.edu/i-need-help](https://mentalhealth.ucdavis.edu/i-need-help)

### Health Insurance

Whenever you are not paying campus fees, you may consider purchasing UC SHIP health insurance.

- SHCS Website: [https://shcs.ucdavis.edu/](https://shcs.ucdavis.edu/)
- Insurance: [https://shcs.ucdavis.edu/insurance](https://shcs.ucdavis.edu/insurance)

### Contact Information

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<td>Financial Services Analyst</td>
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