

# LEAVES OF ABSENCE

A leave of absence request is a tool that can support students to prospectively seek a regular, exceptional or a parental leave. Leave requests are to be made prior to the start of an academic term or, in exceptional circumstances, during the term for which the leave is being requested. It is exceptionally rare that a leave for an already completed term (i.e., a leave that is retroactively dated) will be approved. The time extension policy is an alternate tool that supports students who have unexpected circumstances that have negatively impacted their progress to an extent that the student needs additional time to complete their academic program. Leaves do not extend course currency or expiration timelines.

## For International Graduate Students:

To determine how applying for a Leave of Absence may affect your immigration status with Immigration, Refugees and Citizenship Canada, please consult with an International Student Advisor at the International Centre (<https://umanitoba.ca/international/>) prior to completing your "Leave of Absence (<https://umanitoba.ca/graduate-studies/forms/>)" application with your department/unit.

## Regular Leave

A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Department/Unit Head may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one (1) year. While on a regular leave of absence, a student must not be actively engaged in their program of study or thesis/practicum research work. A student on a regular leave of absence is required to maintain continuous registration. A student on a regular leave of absence will not be assessed program fees, if any are owing, during the period of the leave; however, the appropriate continuing fee will be assessed.<sup>1</sup> Any program fees deferred as a result of a regular leave will be assessed when the student returns from leave. A regular leave of absence status does not extend time limits to complete program of study as outlined in Faculty of Graduate Studies regulations.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.

<sup>1</sup> **Program Fees:** The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee already paid (as determined by the Registrar's Office).

All applications for Leaves of Absence must be submitted on the "Leave of Absence (<https://umanitoba.ca/graduate-studies/forms/#masters-phd-and-other-program-forms>)" form.

## Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student, the Head of the department/unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for an initial period of time not to exceed one (1) year. Supplemental documentation must support the requested dates of the leave. Exceptional leave dates must correspond with the start and end of (an) academic term(s). Students whose leave does not align with the

academic term should consult with the Faculty of Graduate Studies for additional support. It is exceptionally rare that a leave for an already completed term (i.e., a leave that is retroactively dated) will be approved.

While on an exceptional leave of absence, a student is not permitted to be engaged in their program of study or thesis/practicum work, and is not required to maintain continuous registration or pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave does not cover circumstances related to travel, employment or financial concerns.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.

**Program Fees:** Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar's Office.

All applications for Leaves of Absence must be submitted on the "Leave of Absence (<https://umanitoba.ca/graduate-studies/forms/#masters-phd-and-other-program-forms>)" form.

## Parental Leave

A graduate student who is expecting a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request for a parental leave should be made through the department/unit, to the Faculty of Graduate Studies for a period of time usually not to exceed one (1) year. Supplemental documentation must be submitted to support the requested dates of the leave. Parental leave dates must correspond with the start and end of (an) academic term(s). Students whose leave does not align with the academic term should consult with the Faculty of Graduate Studies for additional support. While on leave of absence for parental reasons, a student must not be actively engaged in their program of study or thesis/practicum work. The leave period is not included in the time period allowed for completion of the degree..

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.

**Program Fees:** Students are not expected to pay fees for the term(s) in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar's Office.

All applications for Leaves of Absence must be submitted on the "Leave of Absence (<https://umanitoba.ca/graduate-studies/forms/>)" form.

## Awards and Leave of Absence

Students granted an exceptional leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time. Students granted an approved parental leave will have their UMGF extended for the time of the parental leave, not to exceed one year. The UMGF Award Holder's Guide is available on the Faculty of Graduate Studies website (<https://umanitoba.ca/graduate-studies/forms/#funding-awards-and-financial-aid>).

**Note:** Other awards will be paid according to the conditions established by the donor or granting agency.

## **Graduate Student Vacation Entitlement**

Students are entitled to 21 calendar days of vacation over a twelve (12) month period.

For the purposes of calculating vacation entitlement, the academic year means the period from September 1 to August 31.

Vacation entitlement will be prorated for the portion of the year in which a student is registered.

Any vacation time taken during an official closure of the university is not included as part of the 21 calendar day vacation entitlement. In addition, attendance at academic conferences shall not be considered vacation time.

Student vacation requests should have minimal impact on the student's research, coursework, and other obligations to the university. Any requests provided ahead of time and within these guidelines will not be unreasonably denied.

Should a conflict arise between a student's vacation request and a supervisor's expectations, the Department/Unit Head (or designate) shall make a final determination.