



NEW YORK MEDICAL COLLEGE

A MEMBER OF THE Touro College and University System

Graduate School of Basic Medical Sciences

POLICY: PHD STUDENT VACATION POLICY

PhD students (Graduate Research Associates-GRAs) at the Graduate School of Basic Medical Sciences (GSBMS) at New York Medical College (NYMC) are eligible for no more than two weeks (10 working days) of paid vacation time per academic year. Academic year encompasses the period from September 1 to August 31 of the following year. This policy applies to Integrated PhD Program students in the third year and beyond (in their final laboratory), as well as all Advanced Standing PhD students and MD/PhD students.

The vacation days do not accrue, and unused vacation time will not be carried over from year to year. There will be no pay for any unused vacation time. The vacation time is in addition to NYMC observed holidays (<https://www.nymc.edu/departments/administrative-departments/operations/human-resources/holiday-schedule/>). Such students that have to work on official NYMC holidays will be able to take those days off at another time within the same academic year, with pay, without having to use vacation time. Attendance at academic conferences does not count toward vacation time.

The PhD student must arrange a vacation so that there is minimal impact on their research and course work and other obligations to the College. The advisor should communicate their expectations with regard to the timing of vacation and the requests for vacations. The PhD student who wishes to be granted a vacation, must submit a notice of intent in writing providing the exact duration and timing of the vacation to their research advisor in a timely fashion, requested well in advance of the planned vacation. Vacation will be granted upon the advisor's approval of the planned absence. Individual days off for illness, medical appointments, or personal reasons may be approved by the advisor outside the scope of this vacation policy (within reason).

All exceptions to this Policy will be handled on a case-by-case basis upon written request to the Department Chair or GSBMS Dean's Office, as appropriate.

PhD Student Vacation Request

Ph.D. Student Name _____

Advisor _____

Department _____

Date Request Initiated _____

Vacation Dates Requested _____

Comments (optional) _____

Request Approved _____ Denied _____

Advisor Signature _____ Date _____

Department Chair or Dean Signature _____ Date _____