

Materials Science Graduate Program Student Vacation Planning

1. Materials Science students must get permission from their research or rotation advisor to take vacation time.
 2. Materials Science students are allowed to take up to 15 working days per year of study as paid vacation time, in addition to the "offices closed" holidays observed by KSU.
 3. Students who wish to take more than 15 vacation days per year may ask permission to take unpaid leave. That means you may request extra vacation days, but you will NOT receive a stipend for the extra time you are away.
 4. The Kent State official calendar is posted by the university registrar at <http://www.registrars.kent.edu> (Note, "offices closed" holidays are not the same as when classes are cancelled or not in session).
 5. **If you plan to be away for any period of time, or if you plan to take unpaid leave, you must have your advisor sign this form to grant permission, and submit to the Materials Science Graduate Program Secretary. If a student goes away without permission in writing from the advisor, the leave will be unpaid.**
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Student's Name: _____

Planned Vacation Dates: Departure: _____ Return: _____

Number of working days you will be absent: _____

(Do Not Count Days When KSU Offices Are Closed)

Student's Signature:

_____ Date: _____

I understand that it is my responsibility to keep up with the State of Ohio and the Universities policies pertaining travel and Covid-19. I understand that if for some reason I am unable to return to the United States. I will NOT be able to receive my stipend or my tuition waiver.

Student's Signature:

_____ Date: _____

FOR ADVISOR'S USE ONLY

Do you approve the requested leave? YES NO

Has the student exceeded 15 working days of vacation this fiscal year? YES NO

If yes, please explain what portion of the requested leave will be unpaid?

Faculty Advisor's Signature: _____ Date: _____