Department of Biochemistry and Molecular Biology

Family Medical Leave Policy for Graduate Students

Under CSU’s Family Medical (FM) Leave Policy, any graduate student who has been employed full time for at least twelve (12) months is eligible for unpaid leave (up to 12 weeks) for any one (1) or a combination of the following reasons: (a) The birth of a son or daughter, and to care for the newborn child (leave must be completed within twelve (12) months of the date of birth); (b) The placement of a son or daughter for adoption or foster care with the employee and to care for the newly placed child (leave must be completed within twelve (12) months of the date of placement); (c) To care for a spouse, son, daughter, or parent with a serious health condition; and (d) Because of a serious health condition which causes the employee to be unable to perform one or more of the essential functions of his or her position. (Refer to http://www.facultycouncil.colostate.edu/files/manual/appendic.htm, Appendix 3 for further details regarding the University’s Family Medical Leave Policy.)

The Department of Biochemistry and Molecular Biology may provide for such FM leave to be paid from department funds for students who are in good standing in their graduate program and who have not yet defended their thesis or dissertation. Qualified students must be in Biochemistry and Molecular Biology or have a primary thesis mentor whose primary appointment is in Biochemistry and Molecular Biology. In keeping with University policy regarding FM Leave, graduate students must submit requests for paid FM leave in writing, using the "Department of Biochemistry and Molecular Biology Graduate Student Paid FM Leave Request Form" found in the BMB Policies and Procedures folder in the BMB Information folder on the department shared drive b:/Department/BMB Information/BMB Policies and Procedures/GS FM Form. Such requests should be submitted to Yvonne Bridgeman in the Main Office of the Biochemistry and Molecular Biology Department as soon as practicable, and preferably at least thirty (30) days prior to the requested start date, to allow the Department the maximum opportunity to provide for coverage of responsibilities. Medical documentation confirming the reason(s) for the leave, the anticipated duration, or the medical necessity for any requested intermittent leave schedule and/or the fitness to return to work is required. Medical documentation must conform to the requirements of the FM Leave Act. (See http://www.dol.gov/esa/regs/statutes/whd/fmla.htm#SEC_103_CERTIFICATION)

Students who qualify for paid FM leave will be paid at their normal rate during the approved leave period.

* This policy is part of departmental policies that govern graduate student activities in the Department of Biochemistry and Molecular Biology and extends beyond the University’s FM leave policy coverage. It is not intended to apply beyond the Department nor to obligate the entire University.

7/29/2019
Department of Biochemistry and Molecular Biology
Graduate Student Paid Family Medical (FM) Leave Request Form

The Department of Biochemistry and Molecular Biology may provide a maximum of 12 weeks of paid FM leave to students who are in good standing in the graduate program in Biochemistry and Molecular Biology or have a primary thesis mentor whose primary appointment is in Biochemistry and Molecular Biology, provided that they have not yet defended their thesis/dissertation. See the Family Medical Leave Policy for Graduate Students on the department shared drive b:/Department/BMB Information/BMB Policies and Procedures/GS FM Policy for details.

Name: ____________________________________________________________

CSU ID # __________________________________________________________

Faculty Advisor: ______________________________________________________

Expected Duration of leave (# weeks; indicate if intermittent) ________________

Anticipated Dates of Leave:

Start Date:__________________________  End Date:__________________________

Describe the situation for which you are requesting paid FM leave. (NOTE: Appropriate medical documentation must be provided with this request. See the Family Medical Leave Policy for Graduate Students on the department shared drive b:/Department/BMB Information/BMB Policies and Procedures/GS FM Policy for details.)

I certify that I am a matriculated student in good standing and am in the Biochemistry and Molecular Biology Graduate Program or my primary thesis mentor has a primary appointment in Biochemistry and Molecular Biology and I have not yet defended my dissertation/thesis.

Signature: __________________________________________________________

Approved:

______________________________________________________________
Chair, GAC, Department of Biochemistry and Molecular Biology Date

______________________________________________________________
P. Shing Ho, Chair, Department of Biochemistry & Molecular Biology Date

Please submit form to Nancy Fockler in the Main Office.

For Office Use Only

Current Appointment Type (GTA/GRA) _________________________________
Current Pay Rate (monthly) ___________________________________________