



**Office of the Provost**  
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## **Policy on Absence Due to Personal Illness for Graduate Assistants**

### **Purpose**

The Loyola University of Chicago (“University”) Policy on Absence Due to Personal Illness for Graduate Assistants recognizes that Graduate Assistants (as defined below) are able to continue their enrollment and associated financial support while absent for limited periods of time from their graduate assistantship role due to personal illness.

### **Applicability**

This Policy applies to all currently enrolled graduate students holding a graduate assistantship position such as a teaching or research assistantship or an instructor of record (“Graduate Assistants”), but excludes those graduate students participating in National Institutes of Health (“NIH”) grant funded programs. Those graduate students participating in NIH grant funded programs should contact the Office of Research Services ([ors@luc.edu](mailto:ors@luc.edu) or 773-508-2471) for information about the terms of their program.

### **Guidelines**

The University permits Graduate Assistants to be absent due to personal illness from their graduate assistantship role for up to (but no more than) fifteen (15) calendar days (consecutive or non-consecutive) per academic year. An absence under this Policy is in addition to the standard University academic holidays and to any parental leave policy that may apply. Absences under this Policy do not roll over from academic year to academic year.

Graduate Assistants are expected to inform their faculty mentor as soon as possible about their need for an absence from their graduate assistantship role due to illness, but in any event no later than the beginning of the period of the absence.

The University will continue to provide Graduate Assistants with the financial support associated with their graduate assistantship during any absence approved under this Policy.

Graduate Assistants who miss coursework due to illness are still held to normal course and grading policies for the relevant department(s) or course instructor(s).

Graduate Assistants who must be absent from their graduate assistantship role due to illness for more than fifteen (15) consecutive days should ordinarily request a medical leave of absence from the University.

This Policy should be communicated annually to all Graduate Assistants and faculty.

Effective Fall 2022

*Policy Reviewed by:* The Graduate Council, the Graduate Studies Coordinating Board, the Council of Deans, and the Office of General Council.