

IU Graduate School Indianapolis

Leave of Absence Notification

The purpose of this form is to certify that the student has left the university for a period of time due to their inability to perform the essential functions associated with their appointment as a student within their graduate program. This form is applicable to graduate students enrolled in educational programs administered through the IU Graduate School Indianapolis as well as graduate or professional students with academic appointments (SAA).

This section to be completed by the student:

Student Name: _____ Univ ID# _____

Department/Program/School: _____

First Date of Leave: _____

Estimated Date of Return: _____

This section to be completed by the student's program:

Will the student be able to return to the Graduate program and capable of performing the essential functions associated with their position in the program? Yes or No

If "NO," will student be dismissed from the program? Yes or No

View the guidance on the [steps to request a leave of absence without enrollment](#) for students appointed as an SAA

SAA leave for a limited period with a reduction/shift in appointed effort (not below 37.5 FTE) is possible while maintaining full-time enrollment, stipend, and health insurance. Alternatively, an SAA may request a leave with no appointed effort and with less than full-time enrollment. In the latter case, the SAA appointment will be terminated for a defined period, and communication of the change in appointment is required with HR and the Graduate School. A special request is needed in this situation to retain the SAA health insurance. Consult the Graduate School for guidance regarding leave options for SAA.

When requesting leave for an SAA that includes maintenance of university health insurance in the absence of enrollment and stipend provision, please complete the following information.

Is the leave requested for this SAA related to student medical or parental care? Yes or No

For SAA leave with retention of university health insurance, documentation related to the student's medical or parental care leave must be filed with the department or graduate program and stored securely in SAA's file. Documentation for SAA leave could include a signed healthcare provider's note indicating a need for leave, or public notice/certificate of death in family if a request is being made to maintain university health insurance coverage for a limited period. In the case of pregnancy, students should be referred to <https://pregnancy.iu.edu/> to discuss accommodations with a campus specialist. This website offers information for students as well as employees, the latter including SSA. For pregnancy, campus specialists will determine the student information needed and recommend potential accommodations; students will be informed to share that information with their program. ***No student personal or health information should be submitted with this LOA form.***

Submit this leave form to the [Graduate School via Request Tracking System](#). The form - [Return from LOA](#) documenting the return of the student must also be submitted to the Graduate School by the Request Tracking System.

If the student is an SAA petitioning for leave without enrollment but with health insurance, this form must also be attached to the HR Leave of Absence (LOA) eDoc for submission via HRMS in One IU for review by the Graduate School and HR. [See the instructions on SAA leave](#) for more information. Documentation of the student's return must also be filed with HR and the Graduate School.

Comments or limitations suggested:

Graduate Program Director:

Name: _____

Signature: _____

Date: _____