

Instructions for Graduate Chairs or Directors for the Leave of Absence Online System

Secure Website. <https://secure.rackham.umich.edu/leave/programs/>

Login. Use your unquname and Kerberos password.

PROGRAM CHAIRS & COORDINATORS – LIST OF LEAVE OF ABSENCE REQUESTS



List of Leave of Absence Requests. The main screen displays the leave of absence requests that have been made by students in your Ph.D. program. These requests can be sorted into seven displays:

- **Pending REQ-Awaiting Review:** A student has started a request for a leave of absence. The graduate chair or program director will need to talk with the student and make a recommendation on the request.
- **Pending REQ-Reviewed=Yes:** The graduate chair or program director has provided a recommendation, but a decision on the leave of absence has not been made by Rackham.
- **Pending CHG-Awaiting Review:** A student has requested to return early from his or her leave of absence. The graduate chair or program director will need to submit a recommendation on the revised return date.
- **Pending CHG-Reviewed=Yes:** The graduate chair or program director has provided a recommendation on the request to change the date of the leave of absence, but a decision on the leave of absence has not been made by Rackham.

- Pending RET-Awaiting Review: A student has requested to return from a leave of absence. The graduate chair or program director will need to submit a recommendation on the return from a leave of absence.
- Pending RET-Reviewed=Yes: The graduate chair or program director has provided a recommendation on the request to return from a leave of absence, but a decision on the leave of absence has not been made by Rackham.
- All REQ in Program: All requests by students in your Ph.D. program, regardless of the status of the request for a leave of absence.

TIPS

- To view a student's request, click [\[view\]](#).
- If you are not sure where to find your student's request, select **All REQ in Program**.
- Graduate coordinators can view students' requests but cannot submit recommendations for leaves of absence.
- Click [\[U-M Logout\]](#) to exit the system.

THE STUDENT'S REQUEST

The student's request contains the student's name, username, UMID, graduate program, type of leave, and the anticipated dates of the leave.

TIPS

- There are four types of leaves of absence: medical reasons, family necessity/dependent care, military service, and personal reasons.
- Students with U-M issued F-1 or J-1 visas must consult with the International Center before requesting a leave of absence.
- **REQ approved?: = "Pending"** indicates a decision on the request for the leave of absence has not been made by Rackham.
- **"Active" RET = "No request to return"** indicates the student has not initiated a request to return from the leave of absence.

Instructions for Entering a Recommendation

- Check the appropriate recommendation.
- A comment box is available for the graduate chair or program director to explain the recommendation.
 - Comments can only be viewed by the Leave of Absence Coordinator and Rackham deans or designees.
 - Comments cannot be viewed by students.
- When ready, the graduate chair or program director should check the **confirm** box and click on the blue **Submit** button. (This action will be requested further down the page when the leave is for medical reasons.)

TIPS

- Graduate coordinators are not able to submit recommendations.

Continued Medical Insurance Cost

- Check the appropriate recommendation.
 - If yes (the program agrees to cover 50% of the medical insurance cost), please enter the appropriate department shortcode.
 - If no (the program does not agree to the cost), please enter a reason in the comment box.
- When ready, the graduate chair or program director should check the **confirm** box and click on the blue **Submit** button.

TIPS

- The insurance cost agreement is only applicable if the program is recommending the leave of absence.
- Rackham is willing to pay 50% of the continued medical insurance cost when a student is requesting a leave of absence for *medical* reasons. Programs are strongly encouraged to commit to covering the other 50%.
- A student is eligible to purchase continued medical insurance at their own expense while on a leave of absence.
- Click "Go to the List Leave of Absence Requests page" to return to the main screen.