

## 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 unickname and Kerberos password.

### PROGRAM CHAIRS & COORDINATORS – LIST OF LEAVE OF ABSENCE REQUESTS

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### Leave of Absence System - Program Chairs & Coordinators: List Leave of Absence Requests

[\[U-M Logout\]](#)

#### Leave of Absence Request List

Display: [Pending REQ-Awaiting Review](#) [Pending REQ-Reviewed=Yes](#)  
[Pending CHG-Awaiting Review](#) [Pending CHG-Reviewed=Yes](#)  
[Pending RET-Awaiting Review](#) [Pending RET-Reviewed=Yes](#) [ALL REQ in Program](#)

**Key:**  
"REQ" = request for a leave of absence  
"RET" = request to return from a leave of absence  
"CHG" = change of return date

Ing, Test (shellyah) - Other  
[\[view\]](#) Personal reasons; status=pending REQ; F-1 or J-1=Yes

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**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.