

## Instructions for Students for the Leave of Absence Online System

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

**Login.** Use your unqiusername and Kerberos password.

Navigating the Leave of Absence Process:

1. [Requesting a Leave of Absence](#)
2. [Submitting Supplemental Information](#)
3. [Options While on an Approved Leave of Absence](#)
4. [Returning from a Leave of Absence](#)

### 1. REQUESTING A LEAVE OF ABSENCE

To begin a request for leave of absence, select [Request a leave of absence](#).

You will need to enter your name, unqiusername, UMID, graduate program and the type of leave you are requesting.

- There are four types of leaves of absence: medical reasons, family necessity/dependent care, military service, and personal reasons.
- The leaves of absence for medical reasons, family necessity/dependent care, and military service require supplemental documentation. This documentation must be submitted before your request can be reviewed. Please read the Submitting Supplemental Information section below to learn what information is required. You will be prompted to enter or download supplemental documentation once your initial request has been successfully submitted.

You will be asked to indicate the term you would like the leave of absence to begin. The available terms will be displayed.

- You may request a leave starting as early as 6 months prior to the term of the leave through the drop/add period of the term you are requesting.

You will be asked to indicate the term that you anticipate returning from the leave. Expected return dates are at the beginning of the next term, following the conclusion of your leave.

- Registration for the spring/summer term is not required unless you are taking a course, achieving candidacy or defending your dissertation. However, if you are planning to make progress toward your degree during the spring/summer term, you should indicate your intent to return on May 1, which will allow you access to University services and resources over the summer.
- Time limits for different types of leave:
  - Medical Reasons: Two consecutive fall or winter terms, or 12 consecutive months. Can be extended for up to two consecutive fall or winter terms, or 12 consecutive months.
  - Family Necessity/Dependent Care: Two consecutive fall or winter terms, or 12 consecutive months. Can be extended for up to two consecutive fall or winter terms, or 12 consecutive months.
  - Military Service: Duration of your military service obligation.
  - Personal Reasons: Maximum of one term in your graduate career.

If you are an international student with a U-M issued F-1 or J-1 visa, you will need to consult with the International Center to learn what options are available to you given your visa type.

When ready, check the **confirm** box and click on the green **Submit** button.

Print a copy of the confirmation page for your records.

If supplemental documentation is required, there will be a message with a link in the green shaded area at the top of the page. Clicking this link will direct you to a separate page with the information relevant to the type of leave you have requested.

## **2. SUBMITTING SUPPLEMENTAL INFORMATION**

Supplemental information is required for all leaves of absence, except for a leave of absence for personal reasons. All supplemental information must be submitted to Rackham before your request for a leave of absence can be reviewed.

### **Supplemental Information for a Leave of Absence for Medical Reasons**

You will be asked to download a form to be completed by your health care provider. Your health care provider will send the form directly to Rackham.

### **Supplemental Information for a Leave of Absence for Family Necessity or Dependent Care**

You will be asked to provide information about the family member or dependent and the reason you need to take a leave.

Once you have submitted the necessary information, you will be directed to a page confirming that your information has been successfully submitted to Rackham.

### **Supplemental Information for a Leave of Absence for Military Service**

The leave of absence for military service requests two pieces of information:

1. You will be asked to indicate the expected start date and the expected end date of your military service. There is also space for any additional comments you wish to provide.
2. You will also be asked to upload a PDF of your confirmation of induction or authorization for active duty.

## **3. OPTIONS WHILE ON AN APPROVED LEAVE OF ABSENCE**

Once you are on an approved leave of absence, you will be able to view your approved request or take one of three actions:

1. [Request to return from your leave of absence](#)
  - Returning from a leave of absence for medical reasons requires supplemental documentation from your health care provider. No additional documentation is required for other types of leave.
2. [Return early from your leave of absence](#)
  - If you wish to return a term earlier than originally scheduled, select this option.
3. [Amend a current leave of absence](#)
  - If you are not ready to return as scheduled or if you wish to request a different type of leave, you can request another leave.
    - i. Please note, a leave of absence for personal reasons may only be granted for one term.

#### 4. RETURNING FROM A LEAVE OF ABSENCE

##### **Request to Return from a Leave of Absence**

The information from your approved request will be automatically populated. Verify that the information is accurate, and confirm that you are ready to return to active study by checking the **Student's signature** box.

After checking the **confirm** box and clicking on the green **Submit** button, you will be directed to a confirmation screen once your request has been successfully submitted.

##### **Return Early from Your Leave of Absence**

The information from your approved request will be automatically populated. You will be asked to indicate the NEW return date on this page.

You will be directed to a confirmation screen once your request has been successfully submitted.

##### **Amend a Leave of Absence**

If you wish to extend your leave past 12 months or request a different type of leave, you should complete a request to amend your leave of absence.

You will be asked to complete a two-step process to amend a leave of absence:

1. Certify that you are not ready to return from your current leave of absence. This will make your current leave of absence inactive and allow you to request a new leave.
2. Request a new leave of absence.

If your new request for a leave of absence is not approved, your previously approved leave of absence will become active again. You will be expected to return on the scheduled return date.