

## CHEMISTRY GRADUATE STUDENT PAID FAMILY MEDICAL (FM) LEAVE REQUEST FORM

The Chemistry Department may provide a maximum of 12 weeks of paid FM leave to students who are in good standing in the graduate program in chemistry, provided that they have not yet defended their thesis/dissertation. See the Graduate Student Procedures Handbook (the green book) for details of this policy.

Name: \_\_\_\_\_

CSU ID # \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Expected Duration of leave (# weeks; indicate if intermittent) \_\_\_\_\_

Anticipated Dates of Leave:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Describe the situation for which you are requesting paid FM leave. (**NOTE:** Appropriate medical documentation must be provided with this request. See the Graduate Student Procedures Handbook for details.)

I certify that I am a matriculated student in good standing in the chemistry graduate program and have not yet defended my dissertation/thesis.

Signature: \_\_\_\_\_

**Approved:**

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Kristin Berthold, Assistant to the Chair, FM Leave Representative

Date

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Matthew P. Shores, Chair, Department of Chemistry

Date

*For Office Use Only*

Current Appointment Type (GTA/GRA) \_\_\_\_\_

Current Pay Rate (monthly) \_\_\_\_\_