

## Request for Unpaid Time Off

Graduate students who wish to take a limited number of days off beyond their allotted vacation days may request Unpaid Time Off. Unlike personal leave, students on Unpaid Time Off remain enrolled as full-time students.

Graduate students with a GRA and/or GTA appointment or Caltech fellowship may request Unpaid Time Off from their duties and responsibilities for a short period not to exceed 30 calendar days. This Unpaid Time Off may be requested for personal reasons, unrelated to academic matters, and granted with approval by the student's faculty advisor on the [Request for Unpaid Time Off](#). Students on external fellowships should review their fellowship requirements and/or consult with the external grantor to determine if Unpaid Time Off is allowed.

Unpaid Time Off requests are discretionary and can be reasonably approved unless the requested absence unduly hinders academic progress, is inconsistent with GRA/GTA duties, or negatively impacts research operations, goals, deadlines, etc. Consequently, requests for Unpaid Time Off during an academic year (October – September) may be limited to two separate requests not to exceed 30 calendar days in total. The Unpaid Time Off can only be taken in day increments once paid time off allotments have been exhausted and not exceed beyond the duration of the appointment and/or graduation or separation from Caltech.

Students are responsible for completing the [Request for Unpaid Time Off](#) and submitting it in a timely manner, well in advance of the start of the expected absence. The request should be approved by the faculty advisor before submission to the Graduate Studies Office for the Dean's final approval. Once approved, students are responsible for submitting the approved request to their respective Option Manager to ensure the stipend is adjusted accordingly and timely.

For the approved duration of this Unpaid Time Off, students remain enrolled, stay in Caltech housing, remain eligible for student health insurance, and if applicable, retain their Resident Associate position, provided the Assistant Vice President for Student Affairs and Student Experience also approves the absence as compatible for SFE operation.

If Unpaid Time Off for more than 30 calendar days is needed, students should consider a [Personal Leave](#) as the more appropriate solution.

## Caltech Graduate Studies Office

M/C 230-87, Room 230 Center for Student Services, [gradofc@caltech.edu](mailto:gradofc@caltech.edu)

### Request for Unpaid Time Off

Caltech UID:

Last Name:

First Name:

Option:

Year of Study (ex. G1):

Current Degree (MS, ENG, PhD):

Expected Completion Date (mm/yyyy):

Faculty Advisor:

Candidacy Completion Date, if applicable:

Email:

Do you hold a current visa (international student):

Yes

No

You may consult with ISP regarding any visa requirements related to the duration of this time off

Are you funded by an external fellowship:

Yes

No

If yes, which one?

#### Time Off Without Pay Information

Start date (mm/dd/yyyy):

Expected end date (mm/dd/yyyy):

I have exhausted my paid time off allotments:

Yes

No

Please include a brief reason for the absence and a plan for completion of graduate studies:

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

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Information Only  
(International Students)

\_\_\_\_\_  
Date

\_\_\_\_\_  
ISP Signature

Recommended

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor Signature

Recommended

\_\_\_\_\_  
Date

\_\_\_\_\_  
Option Representative Signature

For students with a GRA/GTA appointment *and* a Resident Associate position:

Recommended

\_\_\_\_\_  
Date

\_\_\_\_\_  
AVP – Student Affairs & Student Experience Signature

Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Graduate Studies Signature