



Absence Guidelines

Awardees in the SCGSR Program receive a monthly stipend and are not considered employees of the Host DOE Laboratory where they conduct their SCGSR research projects during the award period. *Awardees are expected to observe and conform to all applicable rules, regulations, and requirements of the Host DOE Laboratory, including, but not limited to, those respecting the environment, safety, health, security, operating, health physics, drug free workplace, conduct and attendance.*

Holidays

SCGSR awardees are expected to observe the holidays recognized at the Host DOE Laboratory. For federally owned or sponsored facilities, these may include: New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas. Specific holidays and the details of holiday observation, such as laboratory closures and whether or not you can continue your research during the holidays, may vary depending on the host laboratory. SCGSR awardees should check with their host laboratory about the regulations on holidays.

Absences during Office Hours

Since awardees are not employees, they do not "earn" sick or annual leave at the Host DOE Laboratory. However, recognizing that time off may be necessary and routinely observed by the academic, federal, and private sectors, the following *guidelines* are established for SCGSR awardees:

1. Up to one personal day off per award month (a total of 12 personal days off per year), excluding weekends and scheduled holidays observed at the Host DOE Laboratory, are permitted without a reduction of the participant's stipend. Personal days may be used for reasons that may include voting, family emergencies, or school-related activities for the Ph.D. dissertation/thesis (such as a required meeting with the doctoral dissertation committee). Personal days are not accrued and should not be treated as vacation days. Prior approval by the awardee's Collaborating DOE Laboratory Scientist is required.
2. Up to one sick day off per award month (a total of 12 sick days off per year) may be granted without a reduction in the awardee's stipend. Sick days are not accrued and should not be treated as vacation days. The awardee's Collaborating DOE Laboratory Scientist must be notified as soon as possible or in advance when possible.
3. Emergency time off for serious family illnesses, death, etc., is to be handled on a case-by-case basis.

All absences mentioned above are allowed contingent upon the consent of the awardee's Collaborating DOE Laboratory Scientist at the Host DOE Laboratory. Approved absences should normally be taken in half-day increments.

If an awardee needs to be absent at the beginning or ending of the scheduled appointment period, a pre-approval of the absence by the SCGSR program is required. A formal request of award change accompanied by a signed letter of consent from the Collaborating DOE Laboratory Scientist must be submitted to the SCGSR Program Manager at ping.ge@science.doe.gov. Upon approval, the appointment dates will be adjusted to reflect changes to the start or end date, and stipend payments will be modified accordingly.

