



ADA RESEARCH PROGRAMS – LEAVE OF ABSENCE GUIDELINES

American Diabetes Association awardees are permitted in certain circumstances to take a leave of absence. These may include personal or family situations such as parental leave, childcare, elder care, medical conditions, a disability or military deployment. Grant recipients are employees of the grantee institution, and as such, ADA defers to those institutional leave policies for leave such as vacation, sick, parental, etc.

Leave of Absence Requirements:

1. Prior institutional approval
 - A Leave of Absence cannot be requested from the ADA if not already approved by the grantee institution
2. Leave of Absence Request letter to the ADA
 - Letter should be written on institutional letterhead listing the name of the awardee, grant ID, and start and end dates of the leave
 - Request must address the awardee's ability to make sufficient progress to meet the goals of the award
 - Request must also include institutional letter of assurance of commitment to support awardee research upon return (ie: letter of support from department chair)
 - For Postdoctoral Fellowships, a leave of absence lasting more than 3 months must include a letter of assurance from the awardee mentor confirming mentorship will resume upon awardee return
 - Requests should be sent to grantadministration@diabetes.org within 60 business days of the start of leave

Upon ADA Approval:

Payments are made on a quarterly basis. If your leave is greater than 3 months, upcoming payments will be put on hold. For a leave less than 3 months' leave, payments will continue to be made in accordance with your awards payment schedule. If you need a payment released that is scheduled during your leave, please reach out to grantadministration@diabetes.org with a detailed justification. ADA staff will review and determine if the payment is approved to be released.

During this time, awardees are required to keep the ADA updated on any status changes that may extend the original leave timeline. If additional time is required, awardees must submit for approval in writing. Additionally, the awardee should contact grantadministration@diabetes.org upon return of the leave to confirm continuation of the grant. If additional time is needed to finish the award, towards the end of the award, grantees may request a No-Cost Extension. More details on No-Cost-Extensions can be found on our [website](#).
