

# PARENTAL LEAVE POLICY (GRADUATE)

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The Parental Leave Policy provides relief of all full-time duties including research, teaching responsibilities, and comprehensive or candidacy examinations for six weeks following childbirth or adoption. It is mandatory for students on an approved parental leave to maintain continuous enrollment during the leave period. The nature of the coursework is to be determined in consultation with the advisor.

Should students require additional relief of duties beyond the approved parental leave period, students must petition for a leave of absence, as described in the Leave of Absence policy. Students on an approved parental leave will continue to have access to University resources (e.g., e-mail, library privileges).

To be eligible for this benefit, students must be enrolled as full-time post-baccalaureate students in either a master's or doctoral program; be in good standing with their academic department; and be the primary caregiver to a newborn or adopted child. If both parents are eligible students, only one parent (the primary caregiver) may apply for the parental leave.

Students must submit a Petition for Graduate Student Parental Leave to their advisor at least 60 days prior to the expected start of the leave period; exceptions to the rule will only be made in cases of exceptional circumstances. Students on an assistantship or fellowship must submit an additional document that details the impact of and accommodations needed for the leave. Students are required to be enrolled during a leave period in order to receive benefits. Parental leaves must be approved by the student's mentor or advisor, the academic department chair, the appropriate college, school, or center administrator (e.g. associate dean for graduate education), and the associate provost for academic affairs.

## **Students Receiving University Funding Support**

Students receiving University support for health insurance will continue to receive full insurance coverage paid by the University throughout the duration of the parental leave period.

Tuition scholarships for students on an approved parental leave will be continued during the leave period as necessary.

Students receiving an assistantship stipend will be guaranteed the continuation of their stipend for the first six weeks of the leave period, provided those weeks fall within the contracted period of the assistantship. Thereafter, continued funding during the leave period will be at the discretion of the department chair and dean, in consultation with students' advisor.

Students receiving a University fellowship will be guaranteed the continuation of their stipend for the six weeks of the leave period, provided those weeks fall within the contracted period of the fellowship. Thereafter, continued funding during the leave period will be at the discretion of the associate provost for academic affairs, in consultation with students' advisor.