

Graduate Student Parental Leave Agreement
(Sample for Paid Leave)

Date:

This document outlines the expectations for parental leave between:

Student:

Faculty Advisor:

For the semester of:

Expected date of leave (subject to change):

Expected Date of Return:

Sample Text: Any necessary change to this return date will be communicated to Jane Doe, Program Director, Jane Doe, Tuition Benefit Coordinator, and John Doe, Academic Advisor, within eight weeks of the birth, adoption, or foster placement of a child.

Consideration of leave is based on Graduate School [Policy 6-409: Graduate Student Parental Leave](#):

B. Parental Leave of Absence

1. An eligible Graduate Student may take a Parental Leave of Absence from a Graduate Degree Program for up to eight consecutive weeks following the birth, adoption, or foster placement of a Child.

C. Paid Parental Leaves of Absence for Graduate Students on TBP-eligible Fellowships, Teaching Assistantships, or other Research Assistantships

1. During a paid Parental Leave of Absence, a Graduate Student who is supported by a TBP eligible fellowship, teaching assistantship, graduate assistantship, or other research assistantship that is administered by the University:
 - a. is excused from the Graduate Student's duties related to the fellowship, teaching assistantship, or other research assistantship; and
 - b. shall continue to receive the Graduate Student's current level of financial support.

The department wants to make it clear that for the student to receive a paid Parental Leave of Absence; the student needs to maintain Tuition Benefit Program (TBP) eligibility for their (Research, Teaching, Graduate Assistant-Research Focus, Graduate Assistant-

Teaching Focus, Graduate Fellowship) Assistantship position. To remain at 100% TBP support, the student during the semester of their leave (enter semester) must:

- Maintain employment as a (Enter Assistantship type) (job code _____ Exempt) funded directly by an _____ and doing (enter job description). FTE cannot exceed .50.
- Meet the minimum financial support: $\$(\text{enter minimum support})$ per semester
- Register for at least 9 credit hours coursework, which will include _____.

As of (enter semester), (enter student's name) has (enter number of semesters) semesters remaining of TBP support. The semester of requested leave (enter semester) will count towards their remaining semesters of eligibility.

Accommodations:

Any accommodations would be detailed in this section.

For workplace accommodations, the student should contact Human Resources during their pregnancy or upon returning to employment. The student should contact the Center for Disability & Access for academic accommodations.

Plan to Complete Coursework:

SAMPLE TEXT: The student has completed all formal coursework. For the Fall 2022 semester, the student will receive an "Incomplete" grade for dissertation hours. Continued completion of the student's dissertation will take place upon return from leave.

Timeline to Complete Degree Requirements:

SAMPLE TEXT: The student is in good academic standing and has completed expected degree milestones. The student has established their supervisory committee, completed all required program courses, and completed their qualification exam in Fall 2021. The students will complete their dissertation proposal in early Fall 2022 before their leave. The dissertation defense date is projected to be December 2023.

Rearrangement of Assistantship Duties:

SAMPLE TEXT: The lab and department have other graduate students and employees who can cover for the student during her 8-week leave.

Assistantship Duties During and After Leave:

SAMPLE TEXT: During the duration of the parental leave, the student will not be expected to complete in-lab work. The student will be available to answer emails and complete time-sensitive work remotely on continuing projects (such as completing time-sensitive revisions on papers submitted for publication) as necessary. After completing the parental leave, the student will resume their regular research duties,

including lab work or experiments on any projects delayed by parental leave. This will include lab work, preparation of manuscripts that were not written during parental leave, and preparation of their Ph.D. dissertation. These projects are expected to be back on track by the end of the Fall semester.

SAMPLE

This Graduate Student Parental Leave Agreement is approved by:

Name of Advisor or Program Director; Title; Department

Signature

Date: _____

The following graduate student agrees to the terms outlined:

Student's Name | Degree, Department

Signature

Date: _____

SAMPLE