

Graduate Student Parental Leave Academic and/or Employment Accommodation Application

The Graduate School strongly encourages students to submit this completed form to their graduate program, employing unit, and a copy to the Graduate School, as soon as possible, preferably four months prior to the anticipated delivery date or placement date if the child(ren) is to be welcomed through adoption or foster care, or as soon as possible if four months' notice is not possible under the circumstances.

This form is designed to coordinate with the "Academic Accommodation and Leave for Pregnant and Parenting Graduate Students" and the "Employment Accommodation and Leave for Pregnant and Parenting Graduate Students," collectively referenced as the "Policy." Nothing on this form shall be construed to contradict that Policy, as the Policy's terms supersede any conflicting terms on this form. Please review the Policy prior to submitting this form. (Note location of Policy in Graduate Handbook will be inserted after approval.)

Please note that any employee eligible for FMLA leave may seek leave to the extent permitted by that law, as set forth in the University PPM, <http://www.k-state.edu/policies/ppm/4800/4860.html#40a>. Please contact Human Capital Services Benefits with any questions about FMLA leave and for the required forms for FMLA leave.

For graduate students on an assistantship (GTA/GRA/GA), please discuss your anticipated employment duties, if any, and stipend right away with your mentor, supervisor, and department head. Please first review the Employment Accommodation and Leave for Pregnant and Parenting Graduate Students policy and submit the Graduate Student Academic and/or Employment Accommodation Application as soon as possible, preferably four months prior to requested leave time.

Graduate Student Name: _____

Signature: _____

WID: _____

Graduate Program: _____

Anticipated Leave Dates: _____

Continued stipend funding requested during leave (Check reply) _____ Yes ___No

Note: If you are a GTA/GRA/GA, please indicate above if you are seeking financial assistance during your leave, such that you receive an equivalent amount of your stipend during your leave, as further set out in and as limited by the Employment Accommodation and Leave for Pregnant and Parenting Graduate Students Policy.

Is the other parent of the child(ren) a graduate student at K-State? _____ Yes _____No

If yes, Name of other parent: _____

If yes, is the other parent of the child(ren) requesting parental leave to care for the child(ren)? _____ Yes _____No

**If yes, is the other parent of the child(ren) requesting continued stipend funding during his or her parental leave?
_____ Yes _____No**

Note: If you and the other parent are both requesting continued stipend funding while on parental leave, the parents are limited to a combined total of six weeks of funding, as set out in the Policy.

By signing below, we agree with the student's Academic and/or Employment Accommodation Plan, as applicable.

Major Professor Name: _____

Signature: _____ Date: _____

**Department Head or
Graduate Program Director: _____**

Signature: _____ Date: _____

Supervisor, if employing unit is other than the student's academic home _____

Signature: _____ Date: _____

Attachments

- 1- Please provide a letter from your health care provider stating the anticipated dates of absence and date of birth. If for adoption or guardianship, provide substantiated documentation for anticipated dates of absence and date of custody. This can be a letter from the social worker or other official knowledgeable of the placement.
- 2- Please attach the Academic Accommodation Plan that describes the type of academic engagement, progress expected, if any, during the leave period, and revised academic schedule for completing courses or research. You are not required to engage in academic activities during your planned leave nor make progress unless you explicitly request to do so and you have coordinated that request with your major professor and department head.
- 3- If GTA/GRA/GA, please attach the Modified Employment Plan that describes the type of employment responsibilities, progress expected, if any, during the leave period and revised employment schedule for completing assigned responsibilities. You are not required to engage in employment responsibilities during your planned leave nor make progress unless you explicitly request to do so and it is agreeable to your major professor, supervisor of assistantship, and department head.

The student should submit this completed form with attachments to the Graduate School, 119 Eisenhower Hall. A copy with attachments should be retained in the student's academic department and employing unit if requesting employment accommodation.

Updated: October 30, 2018