



SAINT LOUIS
UNIVERSITY

Petition for Parenting Leave

Office of Graduate Education

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Petition for Parenting Leave (Effective August 1, 2013)

The Parenting Leave Policy states that a graduate student must meet the following criteria in order to make use of a parenting leave and that only one parent may apply for leave, if both are students at Saint Louis University:

- be enrolled as a full-time graduate student in either a master's or doctoral program
- be in good standing with her or his academic department
- be the primary caregiver to a newborn or adopted child

The period for approved leave is six (6) weeks. This form should be submitted to the graduate advisor at least 60 days prior to the expected start of the leave. The University understands that emergency situations might interfere with this timeframe, and for such documented cases, the 60 days rule will be waived. For students on any type of assistantship, a detailed impact plan regarding accommodations for the assistantship assignment must be appended.

Students must be enrolled during the leave period. If additional time is needed, the regular process for filing a petition for a leave of absence should be used: http://www.slu.edu/Documents/eas/Leave_of_Absence.pdf

If the assistantship is in a department other than that housing the graduate program, the leave must be approved by the supervisor as well as the academic advisor.

Student Information:

Name: _____
Last name, First name, Middle Initial

email: _____ phone: _____

Banner ID: _____ Advisor: _____

Graduate Program/Department: _____ Degree: _____

Dates requested for Parental Leave: from ____ / ____ / _____ to return on ____ / ____ / _____

Please attach a detailed explanation of the impact such a leave has for assistantship or fellowship assignments and what plans are or being put in-place for covering the impact. The explanation should include all appropriate areas such as research, teaching, exams, etc.

Student's signature

Date

Advisor's signature

Date

Department Chair's signature

Date

Associate Dean's signature

Date

Associate Vice President of Graduate Education

Date

For students with assistantship assignments outside of their academic programs:

Supervisor's Signature

Date