Paid Child Bearing/Parental Leave and/or Deferral of Graduate Assistantship Form

Child Bearing Leave: A Graduate Assistant who is given birth is entitled to child bearing leave up to six weeks at 100% of stipend and parental leave up to 10 weeks at 75% stipend. A paid leave does not extend the Graduate Assistantship contract period.

Parental Leave: Graduate Assistants not eligible for child bearing leave are entitled to take up to 16 weeks of parental leave at 75% of stipend. A paid leave does not extend the Graduate Assistantship contract period.

Deferral of Assistantship: A Graduate Assistant may apply to defer their Graduate Assistantship appointment for any term with written agreement of the department.

Leave of Absence from Graduate Program: A graduate student is not required to register during the period of the leave but must complete an Application for Leave of Absence Form found at https://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet.

Instructions:

1. A Graduate Assistant must complete this form, attach proof of pregnancy/birth/adoption or physician's report and obtain the relevant signatures.

2. The Department must submit an HR Smart Form to Payroll Operations indicating the pay period and the amount of the Stipend (Salary+Award) or Fellowship payment.

UofA ID Number: enter ID number

Name: enter name

Graduate Assistantship Contract: enter state date to enter end date

Paid Child Bearing Leave: enter start date   enter end date
                       Start Date   End Date

Paid Parental Leave: enter start date   enter end date
                       Start Date   End Date

Deferral (if applicable):   enter start date   enter end date
                       Start Date   End Date

Graduate Assistantship Supervisor	Signature	Date
Dept Chair or Associate Chair (Graduate)	Signature	Date

I will notify my Graduate Assistantship Supervisor and Associate Chair (Graduate) of any changes in the start or end dates of my leave. I certify that the information provided in this application is true and complete in all respects and that no information has been withheld.

_____   _____
Student Signature   Date