

UNLV Graduate Assistant Parental Leave Program

Graduate Assistant Parental Leave Program Guidelines

1. As used in this document, “parental leave” means leave with or without pay for childbirth or placement of a child for adoption or foster care. The Graduate College program will provide up to six weeks of paid GA leave (during the standard GA appointment period), and up to an additional six weeks of unpaid leave or a flexible GA work assignment.
2. Graduate Assistants (GA) will be provided guaranteed parental leave with pay of up to six weeks at the GA’s discretion during a GA contract period, retaining their full stipends and benefits during the leave. If both parents are Graduate Assistants, the six-week leave may be divided between them, as per their request. If needed, GAs may request up to six additional weeks of leave without pay or flexibility in duty assignments.
3. Departments, faculty, and graduate assistants should continue to work collegially to agree upon the details of the leave, recognizing that these may differ from case-to-case depending on the timing of the birth/adoption, individual student circumstances/preferences, and type of GA work assignment. Supervisors are expected to work with GAs requesting allowable leave to accommodate requests for alternative workload assignments, and/or flexible workload assignments, in a way that recognizes the special needs of, and potential benefits to, the GA. We encourage departments to support maximum GA utilization of the Parental Leave Program.
4. The Graduate College Parental Leave Form must be submitted at least eight weeks prior to the anticipated leave, or two weeks before the start of the semester, whichever is earlier. This form details the plan for the parental leave and departmental acceptance thereof, and must be signed by the graduate student, graduate coordinator, department chair, College Dean (if required -- please check your College Dean’s signature requirements here {[link to webpage](#)}), and the Dean of the Graduate College.
5. A graduate assistant whose request for a reasonable leave is not approved should consult first with his or her Graduate Coordinator or Department Chair, next with his or

her college Dean, and last, if necessary, with the Graduate College. The Dean of the Graduate College will serve as the final arbiter to establish a workable leave plan.

6. If the GA's department does not urgently require a replacement GA during the 6-week leave period, the GA stipend/regular pay to the GA shall remain in place. However, if the department can demonstrate an urgent need to hire a substitute graduate student as a GA during the 6 week period (to cover undergraduate class(es), etc.), the GA on leave will have their pay suspended until they return and will be given a replacement scholarship/grant in the amount of the minimum GA stipend for this time period. Six week Parental Leave Grant Amounts are as follow: Masters \$1,700.00; Pre-ABD Doctoral \$2,200; Post-ABD Doctoral \$2,500. The substitute GA will receive the GA stipend for the 6 weeks (or less, if they so choose) that they are working as a replacement GA.

Eligibility

1. Generally, GAs must be appointed for at least one semester before the beginning of a leave request. If requesting summer leave, you must have been hired for the previous spring term and have a summer GA contract in place.
2. GAs applying for this leave program must be in good academic standing and continue to be enrolled in classes during the leave period to meet the continuous enrollment policy.

Important Points to Consider

- Parental leave may be taken during the semester in which the child is born or adopted, or during the semester immediately following.
- Parental leave does not constitute a break in continuous enrollment. All GAs must maintain 6 graduate level credits each semester they are a GA, including when on approved parental leave; if a graduate student chooses unpaid leave via an approved leave of absence or medical leave, registration is not required.
- If you are supported by a research assistantship funded by external sources, such as grant funding, you must adhere to the rules of the granting agency in regard to leaves from work. If the granting agency defers to University policy regarding paid parental leave, the six-week leave will be paid by the grant. If the granting agency requires suspension of payment during the leave period, you may be eligible for substitute payment from this program.

If the leave occurs at the end of the semester or at the end of a contract period, financial support will not be continued beyond the end of the contract..

Effective August 1, 2014

- Form should be completed and returned to the Graduate College no less than eight weeks before the requested leave date or two weeks before the start of the semester.
- Parental Leave Policy may be found online at: graduatecollege.unlv.edu/ga/
- Please type or print clearly in blue or black ink.

STUDENT INFORMATION

NSHE ID: _____ First Name: _____ Last Name: _____
 Rebelmail: _____ Phone: _____
 GA Department: _____ Term of Leave Request (semester): _____
 Leave Start Date: _____ Leave Return Date: _____
 Current GPA: _____ Current Credit Load: _____

STUDENT SIGNATURE – By signing below, I certify all information included on this form (and all attachments) to be accurate.

 STUDENT SIGNATURE _____ DATE _____

APPROVAL SIGNATURES - By signing below, I approve of this form (and all attachments).

 GRADUATE ASSISTANT SUPERVISOR – PRINT NAME _____ GRADUATE ASSISTANT SUPERVISOR – SIGNATURE _____ DATE _____

 GRADUATE COORDINATOR – PRINT NAME _____ GRADUATE COORDINATOR – SIGNATURE _____ DATE _____

 DEPARTMENT CHAIR – PRINT NAME _____ DEPARTMENT CHAIR – SIGNATURE _____ DATE _____

GRADUATE COLLEGE USE ONLY

 DEAN, GRADUATE COLLEGE _____ DATE _____

Comments:

