

Parental Leave Program Completion Agreement

(sample unpaid leave)

Student:

Advisor:

Department:

Coursework Completion

Sample text

At this point in her program of study, the student no longer has any coursework left to finish other than dissertation credits. Completing the work for these dissertation credits during the proposed leave will involve completion or progress towards completing research projects.

Research Duties (if applicable)

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

General Timeline

Month date, year – Parental leave begins

Month date, Year – Parental leave ends (40 days)

Month date, Year – Resumption of lab duties, teaching assignments, etc

Month date, Year – Expected completion of missed work (experiments, manuscripts, written dissertation)

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: _____