**APPENDIX D**

**Paid Maternity/Parental Leave and/or**

**Deferral of Graduate Assistantship Form**

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**Parental Leave**: Graduate Assistants not eligible for maternity 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.

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UofA ID Number: enter ID number

Name: enter name

Graduate Assistantship Contract: enter state date to enter end date

Paid Maternity 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

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| 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 |

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