APPENDIX D

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 Leav	/e: enter start date Start Date	enter end date End Date		
Paid Parental Leave:	enter start date Start Date	enter end date End Date		
Deferral (if applicable):	enter start date Start Date	enter end 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	

Personal information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 492-3499 or see www.ipo.ualberta.ca.