Proposed Boston University
Parental Leave Policy for Graduate Students

Purpose:
- To establish guidelines for addressing situations in which a graduate student is unable to fulfill his or her duties, responsibilities and commitments due to the adoption or birth of a child.
- Have in place a policy that ensures that the student remains eligible for financial support, maintains visa status, and maintains a status that may be required for other reasons, e.g. deferral of payment on undergraduate loans or graduation requirements.

Parental Leave (8 weeks, registered, paid):
- Parental leave is a paid leave of eight weeks, requested by a graduate student planning on adopting or giving birth to a child while enrolled as a full-time graduate student at Boston University. Under the Parental Leave Policy, a graduate student will maintain full-time student status during the eight-week leave.
- For graduate students who receive funding, stipend should be continued, irrespective of source, for eight weeks. Either parent is eligible for parental leave, but if both parents are Boston University graduate students, only one may take parental leave.
- A request for such leave should be made no less than four weeks prior to the start date of the parental leave.
- The request for parental leave should be made by the graduate student in writing and be accompanied with written certification from a health care provider and written permission by the graduate student stating that an official of the University may contact the certifying health care provider, if needed.
- In the case of the adoption of a child, the request should be made either no less than four weeks prior to the start date of the parental leave or as soon as the adoption is confirmed.
- The request for parental leave should be accompanied by certification of child adoption, as well as written permission by the graduate student stating that an official of the University may contact the certifying individual, if needed.
- The request, including supporting documentation and approval by the department chair, should be submitted to the Associate Dean for Graduate Studies, who will evaluate the circumstances and make a decision. The Associate Dean will then inform the student's department chair as well as the student's advisor of the decision.

Extension of Parental Leave (additional 2-8 weeks, unpaid, registered):
- When parental leave does not provide the student with sufficient time to resume his or her duties, the student may request leave without stipend for an additional 2-8 weeks.
- That request, including supporting documentation and approval by the department chair, should be submitted to the Associate Dean for Graduate Studies who will approve or disapprove the request. The Associate Dean will then inform the student's department chair and the student's advisor of the decision.

Additional Leave (based on existing BU policy, unregistered):
If additional leave is still needed, it can be taken using the current Boston University guidelines for leave of absence.