



Women graduate students in good academic standing who hold a Teaching Assistant/Teaching Associate, or Graduate Student Researcher (GSR) position, and who expect to give birth during the academic quarter for which continued funding is sought, will be excused from regular duties for a period of **up to six weeks** immediately surrounding childbirth, without loss of financial support. The period of paid leave will not extend beyond the end date of the student's job. The student's academic unit must submit all information required below to the Graduate Division, electronically thru the Employee Experience Center (EEC), [https://uci.service-now.com/eec>General Inquiry>Graduate Student Employment Requests](https://uci.service-now.com/eec>General%20Inquiry>Graduate%20Student%20Employment%20Requests), for the consideration/approval by the Graduate Dean, at least 30 days prior to the beginning of the leave. Please direct questions to [Michelle Fielder](#) or [Sonia Lepe](#) through email.

STUDENT

Student Name: _____

I attest that I expect to give birth on or about _____ and I request paid leave for the following period:

From: _____ To: _____

Student ID Number: _____ **Employee ID Number:** _____

Signature of student: _____ **Date:** _____

I have an appointment during this time period as a:

Teaching Assistant/Teaching Associate

Graduate Student Researcher

TA and GSR Split Appointment

GRADUATE ADVISOR

Name of Graduate Advisor: _____

I attest that this student is making satisfactory progress toward the degree, *or*

I attach a memo describing extraordinary or extenuating circumstances.

Signature of Graduate Advisor: _____ **Date:** _____

GSR APPOINTEES (to be completed by hiring unit):

Hiring unit: _____

Title code: _____ Step: _____ Pay rate: _____ Percent time: _____

Amount of time to be charged to Childbirth Accommodation Fund (weeks): _____

Estimated Amount to be charged to Childbirth Accommodation Fund: _____

Name of PI: _____

Signature of PI: _____ Date: _____

Department Contact Person: _____ Phone Ext: _____

Notes:

1. If it is necessary to hire a replacement while the GSR is on Childbirth Leave due to project deadlines, the replacement's salary shall be charged to the same hiring unit funding source that was originally paying the salary of the student on Childbirth Leave.
2. As the maximum time a GSR may be on paid leave is six weeks, fee/tuition remission for the replacement should not be necessary. Fee/Tuition remission for the student on leave will remain charged to the account/fund that the student was originally paid from before the student went on leave. In no case is fee/tuition remission to be charged to the Childbirth Accommodation Fund.
3. If a student appointed as a replacement has an existing GSR appointment which, combined with the replacement appointment, adds up to 25% time for the entire duration of the quarter, the remission will be charged to the salary funding source(s) according to existing campus remission policy.
4. It is not allowable for a replacement GSR to work more than 50% time.

TA APPOINTEES (to be completed by hiring unit):

Hiring unit: _____

Title code: _____ Pay rate: _____ Percent time: _____

Amount of time to be charged to Childbirth Accommodation Fund (weeks): _____

Estimated amount to be charged to Childbirth Accommodation Fund: _____

Name of Faculty Supervisor: _____

Signature of Faculty Supervisor: _____ Date: _____

Departmental Contact Person: _____ Phone Ext: _____

Notes:

1. If academic needs compel that a TA replacement be hired temporarily, the replacement's salary is to be charged to the same hiring unit funding source that was originally paying the salary of the student on Childbirth Leave.
2. If the replacement TA works at least 110 hours during the six week period, the hiring unit is responsible for paying the student's partial fee remission and the remission will be charged to the hiring unit's TA remission budget.
3. If the student appointed as a replacement has an existing ASE position which, combined with the replacement hours adds up to 110 hours or more of assigned workload, the hiring unit is responsible for paying the student's partial fee remission and the remission will be charged to the hiring unit's TA remission budget.
4. Partial fee remission for the student on leave will remain charged to the hiring unit's TA remission budget. In no case is fee remission to be charged to the Childbirth Accommodation Fund.
5. It is not allowable for a replacement TA to work more than 50% time.
6. Only students in salaried ASE positions (Teaching Assistants, Teaching Associates) are eligible for this benefit. Students with hourly ASE appointments (i.e., Readers and Tutors) are not eligible per Article 17 of the ASE/UAW contract with the University.

GRADUATE DIVISION REVIEW

Date review completed: _____

By (staff name): _____

Decision: Approve Deny (*state reason*) _____

Graduate Dean's signature: _____ Date: _____

Account/Fund to charge for Childbirth Accommodation Leave: _____

Date Department Notified/Contact: _____