

Request for Graduate Assistant Parental Leave Application

Effective **Fall semester (August 16, 2016)**, Parental Leave is a benefit for Eligible Graduate Assistants to promote enhanced work-life integration while they pursue their graduate degrees at Colorado State University. Parental Leave is paid for by the transfer of funds from the fringe pool to the Eligible Graduate Assistant's home department.

Leave Eligibility

To be eligible for Parental Leave, a graduate assistant (Graduate Support Assistant, Graduate Teaching Assistant, Graduate Research Assistant) must meet two sets of criteria. First, prior to the Leave, the Eligible Graduate Assistant must have been enrolled full-time (nine semester credits) with a minimum .25 FTE assistantship for at least one semester in a graduate degree program at CSU. Second, during the semester when the Leave is requested, the graduate assistant must be appointed with a minimum .25 FTE graduate assistantship and be enrolled in the minimum number of Resident Instruction credits required to hold an assistantship and be continuously enrolled in the same graduate degree program in which the graduate assistant met the full-time enrollment requirement. Additionally, Graduate Assistants must be in good academic standing and be making satisfactory progress toward completion of their degree. You may review complete program details on the [Office of Policy and Compliance](#) website or the [HR Manual](#).

Leave Use

Eligible Graduate Assistants must be registered for the minimum number of Resident Instruction credits required to hold an assistantship; therefore, such students are not considered to be on a leave of absence during Parental Leave. All Leave, for Primary or Non-Primary Caregivers must be used in one continuous block of time.

- A Primary Caregiver is eligible for up to six weeks of Parental Leave; leave must be completed within six weeks of the birth or adoption, but may not extend past the end of the Graduate Assistant contract term (e.g. 12-month, 9-month or summer). In the case of a spring birth or adoption, Leave may be taken during the following summer session if the Graduate Assistant is under contract. If a birth or adoption occurs prior to the contract term, any remaining balance of the six-week period may be taken in the next semester (a break may not occur between semesters).
- A Non-Primary Caregiver is eligible for up to three weeks of Parental Leave. The leave must be taken while under contract in the same academic year, or, in the case of a spring birth or adoption, during the following summer session if the Graduate Assistant is under contract.

Graduate Assistant Information

Name:

CSU ID:

Department:

Estimated Date of Birth or Placement for Adoption:

Primary Caregiver Affidavit

A Primary Caregiver is defined as the one Parent, including the child's mother or father, or the spouse, domestic partner or civil union partner, who has primary responsibility for the care of a child immediately following the birth or the adoption of the child into the custody, care and control of the parent for the first time.

I certify that I meet the following requirements under the Parental Leave Policy:

I am the Primary Caregiver

I am the Non-Primary Caregiver

If both parents work for CSU, only one parent can be designated as a Primary Caregiver.

Signature

Date

**Request for Graduate Assistant
Parental Leave Application**

Parental Leave

| | |
|-------|---------|
| Name: | CSU ID: |
|-------|---------|

Please refer to Leave Use on page one to determine how eligible Leave should be reported.

Parental Leave Payable: _____ through _____ Days
(Date) (Date)

Total Leave Requested for Reimbursement: _____ Hours

Department Verification

Name: _____

| | |
|--------|--------|
| Title: | Phone: |
|--------|--------|

Leave Authorized: Primary Caregiver: **Six weeks** Non-Primary Caregiver: **Three weeks**

- I confirm that the Graduate Assistant above has requested Parental Leave and understands it must be used in a contiguous block.
- I have verified eligibility, however, Human Resources determines final eligibility under the terms of the policy.
- I understand that I must submit this form within 30 days of the completion of leave, but no later than the end of the fiscal year, in order to be reimbursed.
- I verify that the dates and length of Parental Leave indicated on this form are accurate and correct.

_____ Date _____
Department Signature

Additional Documentation

Birth – For a birth, the Health Care Provider Certification must be submitted directly to Human Resources at least ten weeks before leave is taken.

Adoption – For an adoption, a letter from the adoption agency with the estimated adoption date should be sent to Human Resources as soon as reasonably possible.

- HR Use Only -

| | |
|---|--|
| Parental Leave Payable: _____ to _____ Days | Appt. Type: <input type="checkbox"/> GSA <input type="checkbox"/> GTA <input type="checkbox"/> GRA <input type="checkbox"/> GA |
| Total Leave Payable: _____ Hours | PL SS: |

