

## Petition for Childbirth Accommodation Funding For Childbirth Leave

Women graduate students in good academic standing who hold a Teaching Assistant/Teaching Associate, or Graduate Student Researcher (GSR) appointment, 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 four 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 appointment. The student's academic unit must submit all information required below to the Graduate Division, 120 Aldrich Hall, ZotCode 3180, at least 30 days prior to the beginning of the leave. Direct questions to Ruth Quinnan at [rquinnan@uci.edu](mailto:rquinnan@uci.edu), or (949) 824-5879.

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### **STUDENT**

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

From: \_\_\_\_\_ To: \_\_\_\_\_

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

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### **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 extenuating circumstances.

Signature of Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

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### **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 four 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 add 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.

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**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. As the maximum amount of time a TA may be on paid leave is four weeks, partial fee remission for the replacement should not be necessary and a replacement is not allowed to work beyond a maximum of 100 hours.
3. If a student appointed as a replacement has an existing ASE appointment which, combined with the replacement hours add 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.

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**GRADUATE DIVISION REVIEW**

Date received: \_\_\_\_\_ 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: \_\_\_\_\_