



MEMORANDUM

TO: Dr. Xiaoxia Newton, Faculty President
FROM: Dr. Concepcion Godev, Graduate Council Chair
CC: Mr. Matt Wyse
DATE: November 9, 2023
RE: Revision of Graduate Student Parental Leave Policy

Appendix

Minor Edit to the Policy for Graduate Student Parental Leave (memo from Dr. Katherine Hall-Hertel)

Motion

At the November 7 meeting, the Graduate Council voted unanimously to recommend the proposed minor edit to the policy for Graduate Student Parental Leave (see memo from Dr. Katherine Hall-Hertel).

Justification

The proposed minor edit clarifies that graduate students need to be both enrolled and employed in an assistantship in order to qualify for the graduate student parental leave benefit.





MEMORANDUM

To: Dr. Concepcion Godev, Chair, Graduate Council
From: Dr. Katherine Hall-Hertel, Associate Dean, Graduate School
Date: November 7, 2023
RE: Minor Edit to the policy for Graduate Student Parental Leave

This is an excerpt from the full policy. We are proposing to add the verbiage in red.

Advanced planning is important so that obligations can be met by the unit and the student. Graduate students who anticipate taking personal leave should meet with their advisors/managers as soon as possible to plan for the parental leave. When possible, advisors and students should create a plan for the student's research activities that includes a flexible schedule during the time off. If an advisor has specific, research-related deadlines that fall during the planned leave, these should be communicated with the student and the department to ensure that they are met. When flexibility alone will not ensure that work continues, funding for a temporary replacement should be used. **To be eligible for leave, students must be enrolled and employed in an assistantship.**

Here is a link to the full policy:

<https://provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/parental-leave-accommodations>

