



## MEMORANDUM

To: Dr. Concepcion De 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>

