

## **PARENTAL LEAVE POLICY**

The Department of Biology provides up to 6 weeks of paid parental leave to graduate students who are in good standing in the PhD program and have not yet defended their dissertation. Paid leave may be requested by the parent with primary care responsibilities to look after a newborn or newly adopted infant. It is expected that parental leave will normally be taken from the time the new child arrives, and it should be completed within six months of the new child's arrival. Students who qualify for family leave will receive their normal pay and benefits. Students may also apply for an additional 6 weeks of leave without pay, if they so choose. If possible, students applying for family leave should do so in advance so that the department can find qualified replacements for their teaching and/or research duties. Although no conflicts are anticipated, this policy may be superseded by an external funding agency.