

School of Engineering Parental Leave Policy for Graduate Students

April 22, 2008

“Following childbirth or adoption of an infant, the primary caregiver (whether mother or father) will be allowed to take six weeks of parental leave with their current stipend and continued health insurance coverage and existing tuition waiver, if applicable. The student’s enrollment will be continued during this period as well. If both parents are Vanderbilt graduate students, only one may take parental leave. The student must request a parental leave from his or her departmental chair at least three months prior to the beginning of the anticipated leave. (In the case of adoption, the request must be made at least three months prior to the anticipated leave or as soon as the adoption is confirmed.) The request must be made in writing. The student must also provide her or his departmental chair with (a) a birth certificate or (b) written certification of child adoption from the adoption agency in the case of adoption. Graduate students eligible for parental leave are those currently enrolled and supported by School of Engineering teaching assistantships, research assistantships, or fellowships. In all cases, funding during the parental leave period will be provided from the departmental budget, unless explicitly provided for by the funding agency. This policy establishes minimum standards for parental leave for graduate students. Departments may offer greater accommodations as are warranted by the individual circumstances of the student. Students should make appropriate arrangements as needed with their course instructors to make up any missed coursework during their leaves. The parental leave provided by this policy may be taken during the semester in which the child is born or placed for adoption, or during any subsequent semester that begins no later than six months after the birth or adoption placement.”