Petition for Childbirth Accommodation Funding
for Women Doctoral Students

Women doctoral students in good academic standing who hold a fellowship or Graduate Student Instructor (GSI) or Graduate Student Researcher (GSR) appointment, and who expect to give birth shall be eligible to receive up to six (6) weeks of paid leave for pregnancy, childbirth, or related medical conditions for the period prior to, during, and after childbirth. Please refer to the March 8, 2007, memo: Policy on Accommodation of Research Doctoral Student Parents (http://www.grad.berkeley.edu/policies/degrees-policy#f51-graduate-council-student-parent-policies).

The student's academic unit must submit all information required below to the Graduate Services Office, 318 Sproul Hall #5900, at least 30 days prior to the beginning of the leave (barring unforseen circumstances). Direct questions to Andrea Rex at andrea_r@berkeley.edu or (510) 642-4971.

Student's name: _____
(Last, first, middle)

Major: _____ Degree goal: _____ S.I.D. #: _____

Current local address: _____
(Number, street, city, zip code)

Email address: _____ Phone: (___) _____

I anticipate needing leave for pregnancy, childbirth, or related medical conditions, and I request paid leave for this six-week period:

_____ to _____ .
(mm-dd-yy)   (mm-dd-yy)

My funding source(s) for the time period above is/are (check all that apply):

☐ University fellowship (see 1, below)   ☐ GSR appointment (see 3, page 2)

☐ Extramural fellowship (see 2, below)   ☐ GSI appointment (see 4, page 2)

Signature of student: _____ Date: _____

Name of Head Graduate Adviser: _____

☐ I attest that this student is making satisfactory progress toward the degree, or

☐ I attach a memo describing extraordinary extenuating circumstances.

Signature of Head Graduate Adviser: _____ Date: _____

1. University fellowships:
Students supported by university fellowships will experience no change in their funding arrangements during the six-week leave period. You do not need to apply for funding from the Childbirth Accommodation Fund; complete this section and submit as directed above.

Check and complete: ☐ Student holds _____ .
(Name of fellowship)

2. Extramural fellowships:
Students supported by extramural fellowships must adhere to the rules of the grantor in regard to leaves from study/work. If the grantor defers to university policy regarding paid childbirth leave, the student will experience no change in funding arrangements during the six-week leave period. You do not need to apply for funding from the Childbirth Accommodation Fund; complete this section and submit as directed above.

Check and complete: ☐ Student holds _____ .
(Name of grantor)

If the grantor requires suspension of payment during the leave period, continued support for the student is eligible for payment by the campus's Childbirth Accommodation Fund.

Check and complete: ☐ Student's stipend while on leave is disallowed by _____ .
(Name of grantor)

Attach a copy of the fellowship award letter showing amount of annual stipend, along with documentation of the grantor's denial of paid leave.

I give the University permission to contact the grantor to verify the award and its prohibition of paid leave.

Signature of student: _____ Date: _____

8-18-14

3. GSR appointees:

Women doctoral students supported as GSRs by extramural grants or contracts must adhere to the rules of the funding agency in regard to leaves from work.

n If the agency defers to university policy (allowing support of the student from the extramural source during the six-week leave), the student will experience no change in funding arrangements during the six-week leave period. You do not need to apply for funding for the student on leave from the Childbirth Accommodation Fund; complete this section and submit as directed above.

Check and complete: ☐ Student's salary while on leave is allowed by _____ .
(Name of agency)

n If the funding agency requires suspension of payment during the six-week leave period, continued support for the student must be charged to 19900 and is eligible for reimbursement by the campus's Childbirth Accommodation Fund. (Note: Any temporary replacement hire must be paid by the funding agency, or other sources of funds.)

Check and complete: ☐ Student's salary while on leave is disallowed by _____ .
(Name of agency)

Attach a memo from the Principal Investigator (PI), along with documentation of the agency's prohibition of paid leave.

Funding amount requested: _____ Chart string: 1- _____ -19900 - _____ - 44 - _____ - _____

Title code: _____ Step: _____ Pay rate: _____ Percent time: _____

Hiring unit: _____

Name of PI: _____ Signature of PI: _____ Date: _____

n If the funding agency defers to university policy (allowing support of the student from the extramural source during the six-week leave) but project deadlines compel that a GSR replacement be hired temporarily, the replacement student's salary is eligible for reimbursement by the campus's Childbirth Accommodation Fund. The student should be hired on fund 19900. (Note regarding replacement appointees: Students who hold F-1 or J-1 visas are not eligible for exception to work more than 50 percent time.)

Check and complete: ☐ Student's salary while on leave is allowed by _____
(Name of agency)

but hiring a GSR replacement is necessitated by project deadlines. The hiring unit should pay for the replacement's salary, and if approved, the Childbirth Accommodation Fund will refund the hiring unit's chart string below.

Attach a memo from the Principal Investigator (PI), attesting to the circumstances compelling this request.

Replacement student's name: _____ Employee I.D. # (EID #): _____

Funding amount requested: _____ Chart string: 1- _____ -19900 - _____ - 44 - _____ - _____

Title code: _____ Step: _____ Pay rate: _____ Percent time: _____

Hiring unit: _____

Name of PI: _____ Signature of PI: _____ Date: _____

4. GSI appointees:

Doctoral students holding a GSI appointment will experience no change in their funding arrangements or their HRMS record during the six-week leave period. You do not need to apply for funding for the student on leave from the Childbirth Accommodation Fund; complete this section and submit as directed above.

If academic needs compel that a GSI replacement be hired temporarily for the doctoral GSI, the replacement's salary is eligible for reimbursement by the campus's Childbirth Accommodation Fund. (Note regarding replacement appointees: Students who hold F-1 or J-1 visas are not eligible for exception to work more than 50 percent time.)

Check and complete: ☐ Hiring a GSI replacement is compelled by academic need. The hiring unit should pay for the replacement's salary, and if approved, the Childbirth Accommodation Fund will refund the hiring unit's chart string below.

Replacement student's name: _____ Employee I.D. # (EID #): _____

Funding amount requested: _____ Chart string: 1- _____ -19900 - _____ - 40 - _____ - _____

Title code: _____ Step: _____ Pay rate: _____ Percent time: _____

Hiring unit: _____

Name of Chair or Head Graduate Adviser: _____

Signature of Chair or Head Graduate Adviser: _____ Date: _____

GRADUATE DIVISION USE ONLY

Date received: _____ Date review completed: _____ By (staff name): _____

Recommendation: ☐ Approve ☐ Deny (state reason) _____

Decision: ☐ Approve ☐ Deny (state reason) _____

Cognizant dean's signature: _____ Date: _____ Date received by Business Office: _____

8-18-14