

# Petition for Childbirth Accommodation Funding for Doctoral Students

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 are eligible to receive up to eight (8) weeks of paid leave for pregnancy, childbirth, or related medical conditions for the period prior to, during, and after childbirth. Policy on Accommodation of Research Doctoral Student Parents (<https://grad.berkeley.edu/policy/#f6-student-parent-policies>).

The student's academic unit must submit all information required below at least 30 days prior to the beginning of the leave (barring unforeseen circumstances) to [gradappt@berkeley.edu](mailto:gradappt@berkeley.edu). Direct questions to [gradappt@berkeley.edu](mailto:gradappt@berkeley.edu).

Student's name \_\_\_\_\_

LAST

FIRST

MIDDLE

Major \_\_\_\_\_ Degree goal \_\_\_\_\_ S.I.D. # \_\_\_\_\_

Email address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

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

\_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

**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 Advisor** \_\_\_\_\_

- 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 Advisor \_\_\_\_\_ Date \_\_\_\_\_

## 1. University fellowships:

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

Student holds \_\_\_\_\_  
NAME OF FELLOWSHIP

## 2. Extramural fellowships:

a) 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 eight-week leave period. **You do not need to apply for funding from the Childbirth Accommodation Fund; complete this section and submit as directed above.**

Student holds \_\_\_\_\_  
NAME OF GRANTOR

b) 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. **Complete section below and submit as directed above.**

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 \_\_\_\_\_

**3. GSR appointees:**

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.

a) If the agency *defers to university policy* (allowing support of the student from the extramural source during the eight-week leave), the student will experience **no change** in funding arrangements during the eight-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.**

Student's salary while on leave is allowed by \_\_\_\_\_  
NAME OF AGENCY

b) If the funding *agency requires suspension of payment* during the eight-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.)

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 \_\_\_\_\_

c) If the funding agency defers to university policy (allowing support of the student from the extramural source during the eight-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 exceptions to work more than 50 percent time.)

Student's salary while on leave is allowed by \_\_\_\_\_  
NAME OF AGENCY

**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 employment record during the eight-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.**

a) 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 exceptions to work more than 50 percent time.)

**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 - \_\_\_\_\_ - 44 - \_\_\_\_\_ - \_\_\_\_\_

Title code \_\_\_\_\_ Step \_\_\_\_\_ Pay rate \_\_\_\_\_ Percent time \_\_\_\_\_

Hiring unit \_\_\_\_\_

Name of Chair / Head Graduate Adviser / Hiring Department \_\_\_\_\_

Signature of Chair / Head Graduate Adviser / Hiring Department \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE DIVISION USE ONLY**

Date received \_\_\_\_\_ Date review completed \_\_\_\_\_ By (staff name) \_\_\_\_\_

Decision:  Approve  Deny (*state reason*) \_\_\_\_\_

Cognizant dean's signature \_\_\_\_\_ Date \_\_\_\_\_ Date received by Business Office \_\_\_\_\_