

Frequently Asked Questions (FAQs)

Graduate Student Parental Leave Policy for Employment Accommodation

If a graduate student is working at K-State while pursuing a graduate degree, is the student eligible for paid employment leave when becoming the parent?

Graduate students who are employed on a GTA, GRA, or GA appointment of at least .5 FTE and otherwise eligible under the [parental leave policy](#) will be granted up to six weeks of paid employment leave for parenting a newborn child(ren) or child(ren) otherwise placed with a student for adoption or foster care.

This policy does not apply to graduate students who have other types of employment classification with K-State. Graduate students who are employed in other positions at K-State should discuss their eligibility for leave with their supervisor and Human Capital Services liaison.

How can a graduate assistant apply for employment accommodation for parental leave?

Complete the Graduate Student Parental Leave Academic and/or Employment Accommodation Application on the Graduate School's [Forms](#) page in the Miscellaneous section.

When should a student submit the Graduate Student Parental Leave Academic and/or Employment Accommodation Application form?

The Accommodation Application form should be submitted four months prior to childbirth, or as soon as possible, in the case of adoption or foster care.

Can the employment accommodation start before the child is born or brought into the home via adoption or foster care?

Employment accommodation begins on the date of birth, or initial placement related to adoption, or guardianship event. The only exception is if the student's physician deems a leave prior to birth is necessary for medical reasons.

Can a student take parental leave from employment multiple times if the student becomes a parent more than once while the student is completing a graduate degree at K-State?

A student is eligible to apply for employment accommodation if employed as graduate assistant (GTA, GRA, or GA) each time the student is parenting a newborn child(ren) or when a child or children otherwise placed with a student for adoption or foster care.

Will a graduate assistant be required to make up time and work missed from the assistantship during the time he or she was on parental leave?

No, graduate assistants who qualify for employment leave are not required to make up work time or duties not completed during parental leave.

If both parents are employed at K-State as graduate assistants (GTA, GRA, or GA), will both be eligible for the parental leave?

Should both parents be eligible for the parental leave employment accommodation, the parents are limited to a combined total of six weeks of paid employment leave. Also, if both parents are employed by the same unit, it is possible that they will not be approved to take concurrent employment leave but may be approved only for sequential leave (i.e., one after the other).

If both parents are eligible for employment leave but are not permitted to take concurrent leave, can the graduate students petition the Graduate School to override the employing unit's decision?

Graduate assistantship appointments are matters of employment, which are not under the purview of the Graduate School. The students could visit with the Graduate School Associate Dean for guidance, but the Graduate School cannot overturn a departmental decision related to employment. The students are encouraged to contact the department head or college dean to discuss their request.

Will applying for and receiving parental leave negatively affect the student in anyway?

No. Any concerns about adverse treatment based on utilizing parental leave should be reported to the [Office of Institutional Equity](#).

What resources are available to students who are in need of financial assistance when becoming a parent?

Students may visit with the [Office of Student Financial Assistance](#) to determine if they are eligible for an emergency loan. The students may visit with [Non-Traditional and Veteran Student Services](#) for additional information on other campus and community resources. [Powercat Financial](#) can also provide financial information and guidance.

What other resources or services are available for students when becoming a parent?

Students may visit the [Family Center](#), [Counseling Services](#), [Lafene Health Center](#), and other student services to obtain information about parenting and transitioning to parenthood. The [Riley County Health Department](#) is a good off-campus resource for new parents.