

Departmental Work Life Grant Application

EMPLOYMENT ACCOMMODATION AND LEAVE FOR PREGNANT AND PARENTING GRADUATE ASSISTANTS (GTA/GRA/GA)

The Kansas State University Graduate School, in collaboration with the College Deans and the Provost, has established a Parent Work-Life Grant Program to provide temporary financial assistance to enable departments to continue support for graduate students during the time immediately following the birth of a child, adoption, or foster care placement.

This form should be completed by an academic unit requesting contributions from their college and the Graduate School to help fund employment accommodation and leave for pregnant and parenting graduate students. Please review the Academic and Employment Accommodation and Leave for Pregnant and Parenting Graduate Students, collectively referenced as the "Policy," in the Graduate Handbook (<https://www.k-state.edu/grad/graduate-handbook/chapter1.html>).

Procedure

Departments may request financial assistance equivalent to a graduate assistantship stipend for up to six weeks when a student requests parental leave as permitted under the Policy. These funds may be used in a variety of ways to ensure that the research/teaching effort is not adversely impacted and the graduate student receives paid parental leave at the same level of their regular stipend pay. There is a maximum of six weeks of funding support per family.

The department should submit this form with the approved Graduate Student Parental Leave Academic and/or Employment Accommodation Application and supporting documents.

During the accommodation semester, the student will be: GTA GRA GA
(if on a combined appointment, check all that apply)

Total assistantship FTE: _____ **Current bi-weekly stipend:** \$ _____

Source of current stipend support: _____

If source is a grant, does funder allow graduate assistant to be on reduced time assistantship?

Yes No

If source is a grant, does funder allow use of grant funds for support during parental leave?

Yes No

Is the funding request to hire a temporary employee to perform the duties of the GTA/GRA/GA on leave?

Yes No

Please indicate duties to be performed:

Confirmation of financial support:

Department total support: \$ _____

College total support: \$ _____

Graduate School total support: \$ _____

By signing below, we agree with the Employment Accommodation, if requested, are agreed upon in advance, and funding while on leave.

Department head: _____

Signature: _____ **Date:** _____

College dean: _____

Signature: _____ **Date:** _____

Graduate School dean: _____

Signature: _____ **Date:** _____