

## PARENTAL LEAVE OF ABSENCE APPLICATION GRADUATE PROGRAMS

Graduate Studies requires continuous enrolment for all full- or part-time program students. After registration in a program, parental leave may be granted for the period up to 18 months from the birth or adoption of a child (maximum 5 terms) to provide primary caregiving for the child. Graduate students are eligible for a parental leave for every occasion of birth or adoption that occurs during a student's graduate career.

Parental leave must commence within 12 months of the date of birth/custody. Applications must be submitted to the Program Director for approval no later than the beginning of the term in which the LOA is being requested.

### Section A: Application procedure

1. You must submit to your program:
  - this form
  - a letter outlining the reason for the leave
  - a plan for successful return to the program, approved by your advisor/supervisor
  - verification or documentation of date of birth or date of custody
2. Your faculty advisor/supervisor will review your request and approve the plan for a successful return to the program.
3. The program director will approve or deny the request form.
4. A response will be sent to you via the torontomu email address indicated below.
5. When approved, the program administrator will have the Operations Support process the LOA on MyServiceHub.
6. You must keep a copy of this form for re-submission of Section D when you return from the LOA.

### Section B: Student information

|                                                                                              |                                                               |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Last name, first name:                                                                       | Student ID:                                                   |
| Degree program (e.g., Fashion MA):                                                           | torontomu.ca email:                                           |
| Current status:      Full-time: <input type="checkbox"/> Part-time: <input type="checkbox"/> |                                                               |
| First term of registration (Fall, Winter, Spring):                                           | Year:                                                         |
| Requested LOA:                                                                               | Start leave (term):      Return in (term):      No. of terms: |
| Student signature:                                                                           | Date:                                                         |

### Section C: Approvals

|                                   |                                |                                     |       |
|-----------------------------------|--------------------------------|-------------------------------------|-------|
| Approve: <input type="checkbox"/> | Deny: <input type="checkbox"/> | Program director:<br>(Max. 5 terms) | Date: |
| Start term:                       | End term:                      | No. of terms:                       |       |

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### Section D: Reinstatement/registration procedure

1. Meet with your supervisor or program director to prepare a revised Program of Study
2. Submit this form to your Program Administrator, to indicate a return to studies 1 month prior to the term you will be enrolling for. The Program Administrator will coordinate your re-activation in the program and provide you with course enrolment information

Last name, first name:

Student ID:

Reinstatement term and year:

Student signature:

Program office use - revised completion term/year:

**Note:** The student must return in the term specified in the approval. A student who fails to return from a LOA by the date set in the approval will be withdrawn from the Program.