

Request for Maternity/Paternity Leave (PhD students)

Completed forms should be submitted to the WCGS Associate Dean of Academic Affairs for final approval.

All requests for Maternity/Paternity leaves of absence (M/P LOA) are made directly to and granted at the discretion of Weill Cornell Graduate School (WCGS). A M/P LOA constitutes a mutual agreement between school and student. Approval for the leave, as set forth below, is required prior to the beginning of the m/p LOA.

Note: Filing a M/P Leave of Absence request form does not constitute withdrawal from classes. In order to withdraw, you must contact the registrar directly at registrar@med.cornell.edu.

APPROVAL for PARENTAL LEAVE M/P LEAVE OF ABSENCE

I. MEET WITH PROGRAM LEADERSHIP:

Students planning a M/P LOA should consult with their Program Director and their Major Sponsor.

II. ARRANGING a M/P LOA:

Students must complete this form.

III. MEET WITH SCHOOL OFFICIALS:

To finalize the procedure, please meet with Dr. Randi B. Silver, Associate Dean (Academic Affairs) – rbsilve@med.cornell.edu. **MD-PHD STUDENTS** planning a M/P leave of absence, should also consult with MD-PhD leadership, Dr. Katherine Hsu – hsuk@mskcc.org.

STUDENT INFORMATION

Name: _____ CWID: _____

Program: _____ Major Sponsor: _____

Telephone Number: _____ Email Address: _____

TYPE OF LEAVE

Maternity/Paternity

Please approximate dates of leave. If requesting an additional six weeks of leave, please indicate if paid (PI) or unpaid

Student Signature

Date

Program Director Signature

Date

Major Sponsor's Signature

Date

I met with the above student and approve this request for Leave of Absence for the requested reason and dates.

Associate Dean, Weill Cornell Graduate School

Date

Comments