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 – hsk@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 (P) or unpaid.

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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.

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Associate Dean, Weill Cornell Graduate School  Date  Comments

7/11/2022