

Faculty of Graduate Studies

Last Name			Initial	Given Name	Department/School/Faculty		
Local Address					Student Number		
City	Province		Postal Code			Type of Leave of Absence Requested:	
					Term in which leave is to begin:		
					Fall 20____ Winter 20____ Summer 20____		
Telephone			E-mail Address			Number of leave terms requested:	

**See instructions at bottom of page.** This form must be completed by the student and submitted **before the end of the second week of the term.** \*\*\*Fee for leave of absence is \$50.00 per term which will be charged to your account upon approval\*\*\*

**Provide a rationale, and upload any required documentation.**

During your leave of absence from your program you will not have access to any university resources, including office space, computer access, library facilities, continuation of laboratory experiments, computer research applications and especially guidance by faculty members.

It is the student's responsibility to familiarize themselves with implications of being on a leave of absence. Students should contact their department for questions or concerns before submitting the leave of absence.

I have read the description of types of leaves outlined on page two of this form and understand their implications as they relate to program time limit, scholarship and financial aid, and GA funding.

**Instructions:** This form needs to be submitted as a **Service Request** in UWinsite Student. Login to your student account - select **Research Tracking** - then **Service Requests** - create **New Service Request** - select **Program Activities** - select **Leave of Absence** - Choose your program - **Add attachment** - Upload this form and any attachments - Add any relevant comments to text box - **Click Submit**

## Regulations for Leave of Absence from Academic Studies

In accordance with the circumstances listed below, a student may apply to the Associate Dean of Graduate Studies for, and may be granted, a leave of absence.

For the following types of leaves, program time limit and funding eligibility will be extended by the duration of the leave:

**Maternity Leave:** Graduate students may request a maternity leave for no more than three consecutive terms without prejudice to their academic standing.

**Paternity Leave:** In recognition of a father's role, a graduate student may request paternity leave for no more than one term without prejudice to their academic standing.

**Parental Leave:** Parental leave is intended to recognize that there may be a need for a pause in studies in order to provide full-time care in the first stages of parenting a child. Either or both parents may request one term of leave without prejudice to their academic standing. The request for leave must be completed within twelve months of the date of birth or custody.

**Medical Leave:** Graduate students may apply for a leave of absence on medical grounds for up to three terms without prejudice to their academic standing. Students are required to provide documentation to support a medical leave of absence.

For the following type of leave, program time limit and funding eligibility may be extended by the duration of the leave:

**Personal Leave:** Graduate students may apply for a leave of absence on grounds of personal circumstances for up to three terms. Time limit/funding eligibility will be determined on a case-by-case basis.

For the following type of leave, program time limit and funding eligibility will not be extended by the duration of the leave:

**Financial Leave:** In the case of financial necessity, a student shall be granted a leave of no more than one term out of three upon application (not available to part-time students.) Time limit/funding eligibility will not be extended by the duration of the leave.

A term is defined as a four-month period coinciding with the academic calendar (January to April; May to August; and September to December).

Apart from the combination of maternity or paternity and parental leave, sequentially combining two leave of absence classifications is allowable only in special and extenuating circumstances.