

## **MATERNITY LEAVE POLICY, REQUEST FORM & FREQUENTLY ASKED QUESTIONS**

Before going on maternity leave:

- 1) Submit the request form to the Associate Dean for Student Affairs three months before your leave begins.
- 2) Meet with the Office of Academic Affairs Program Coordinator
- 3) If you are providing patient care, notify your Practice Coordinators and DPA.
- 4) Inform your patients.
- 5) Ensure continuity of patient care by making sure they can be treated while you are absent.

While on Leave:

- 1) Focus on enjoying your child.
- 2) Remember to take care of yourself.
- 3) Submit a written statement of intent to the Associate Dean for Student Affairs at least one month before you plan to begin classes again.

Returning from Leave:

- 1) Provide the Registrar's Office with a doctor's note that you are able to return to your studies and perform patient care.
- 2) Meet with Dr. Thompson and Corinne Amirault, Office of Academic Affairs to discuss re-entry to the curriculum.

**Maternity/Paternity Leave Form (Short-Term Medical Leave)**

Name \_\_\_\_\_ School ID#: \_\_\_\_\_

Local address \_\_\_\_\_

Street, Apt#

City, State, Zip Code

Day Telephone # ( ) \_\_\_\_\_

Current Enrollment Term: \_\_\_\_\_ Leave Requested For: \_\_\_\_\_

Expected Due Date: \_\_\_\_\_

Requested Time-off period: \_\_\_\_\_ Expected Return Date: \_\_\_\_\_

Course(s)/Exam(s) you will be missing during the requested time-off period:

Course/Exam Name: \_\_\_\_\_

Course/Exam Name: \_\_\_\_\_

Course/Exam Name: \_\_\_\_\_

Course/Exam Name: \_\_\_\_\_

Course/Exam Name: \_\_\_\_\_

Course/Exam Name: \_\_\_\_\_

Course/Exam Name: \_\_\_\_\_

Course/Exam Name: \_\_\_\_\_

Course/Exam Name: \_\_\_\_\_

I have met with the Office of Academic Affairs to inform them of my request for maternity/paternity leave and to arrange my return into the curriculum/clinic, scheduling of make-up exams and quizzes, etc., missed in my absence.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of the Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Student Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MATERNITY LEAVE FREQUENTLY ASKED QUESTIONS

*Must I request a leave in writing?* Yes. The Office of Student Affairs has a form you must complete at least three months prior to the beginning of your maternity leave.

*What happens with my courses/exams while on maternity leave?* Depending upon the time and length of your maternity leave, you may be allowed to keep up with your courses through TUSK and complete the exams upon your return, or you may need to start the semester over with the class behind you.

*Must I submit documentation to return to school?* Yes. You must submit a written statement of intent to return to the Associate Dean for Student Affairs one month before you plan to begin classes again.

*Who do I contact about health coverage for my newborn?* You must contact your health insurance plan at the beginning of your pregnancy to learn how to enroll your newborn child.

*What is the time frame allotted for maternity leave?* Maternity leave can be granted for up to 10 weeks.

*If I am unable to return to my studies as stated on my request for leave, what are the steps I must take to extend my leave?* You must submit a written request for an extended leave of absence to the Associate Dean for Student Affairs.

*How is my tuition affected?* It depends upon the time and length of your leave of absence and how much of the semester you completed.

*How do I find day-care?* [www.childcareservices.org](http://www.childcareservices.org)

*Can I request maternity leave if adopting a child?* Yes. You follow the same process as for standard maternity leave.

*Can a student still see & treat patients while on medical leave?* No. Students on leave are not to see or treat patients while officially on leave. A medical leave is to help students take care of themselves and insure they are capable upon returning to school and provide patient care, or return back to their studies.

*Can male students request paternity leave for the birth of their newborns?* Yes. You follow the same process as for standard maternity leave, but the length of paternity leave is four weeks.

*Are there rooms for nursing mothers?* Yes. A nursing room is located on the 4<sup>th</sup> floor room 418. Please see Katherine Vosker for access.

To request maternity leave students must complete a maternity leave of absence form at least three months prior to the beginning of maternity leave. Maternity leave can be granted for up to ten weeks. Before leaving school, students going on maternity leave must meet with the Office of Academic Affairs Program Coordinator, and if they are providing patient care, they must inform their patients and notify their Practice Coordinators and DPA. While on maternity leave, students should focus on enjoying their newborns, and remember to take care of themselves. When students are unable to return to school as stated on the request for leave, they must submit a written request for an extended leave of absence to the Associate Dean for Student Affairs. To return to school, students must submit a written statement of intent to return to the Associate Dean for Student Affairs one month before they plan to begin classes again. Upon return to TUSDM, students must provide the Registrar's Office with a doctor's note that they are able to return to school studies and to perform patient care. They must meet with Dr. Thompson and Corinne Amirault, Office of Academic Affairs to discuss re-entry to the curriculum. Students can request maternity leave if adopting a child by simply follow the same process as for standard maternity leave. Male students can request paternity leave for the birth of their newborns. By simply following the same process as for standard maternity leave, but the length of paternity leave is four weeks.