

Leave of Absence—Elective, Maternity and/or Parental Form

Students: Submit completed form to your graduate program office. **Allow a minimum of four weeks to process.**

Programs: Submit form to FGS for review.

Elective leave: Available to students who have completed two or more terms of study. Maximum number of terms (over the course of the degree program): 1.

Maternity leave: Available to students during or following a pregnancy. Maximum number of terms of leave (over the course of the program of study): 1 per child.

Parental leave: Available to students for whom parental responsibilities are such that they require the student to be absent from their studies. Maximum number of terms of leave (over the course of the program of study): 1 term per child.

Student information		
Surname	Given name(s)	
Student number	E-mail	
Program	Degree & level of study	Current status

Review policies and instructions before completion.

Approval type	
<input type="checkbox"/> Elective leave (max. 1 term of leave) <input type="checkbox"/> Maternity leave (max. 3 terms per pregnancy) <input type="checkbox"/> Parental leave (max. 1 term per child)	Number of terms requested _____ Effective term and year FA _____ WI _____ SU _____
Student signature	Date (mm/dd/yyyy)

Graduate program director's recommendation & comments		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Graduate program director name	Signature	Date (mm/dd/yyyy)

Faculty of Graduate Studies Review			
Is student registered	Yes <input type="checkbox"/> No <input type="checkbox"/>	Funding adjustment?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Comments:		Date (mm/dd/yyyy)	
RO use only			
<input type="checkbox"/> Year level	<input type="checkbox"/> Fee assessment	Date processed (mm/dd/yyyy)	Processed by

Program office: All completed forms must be received by the Faculty of Graduate Studies **no later than the date posted on the FGS website, Important Dates.** It is the student's responsibility to ensure it is submitted to the program office to allow for timely processing.

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416)736-2100 x 55521.