

# Submitting a Parental Leave Request through GradTracker

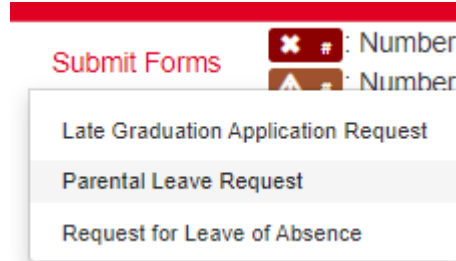
(Search engine used for all screenshots was Google Chrome)

[Jump to directions on Approving the Form](#)

## Submitting the Form

- 1) The student logs in to [GradTracker](#) with their UC username and password.
- 2) Students who have a Graduate Assistant, Research Assistant, or Teaching Assistant position will see the Parental Leave Request form in the Submit Forms dropdown.

Figure 1 Submit Forms dropdown



- 3) The student selects their graduate program.

Figure 2 Student selects which graduate program the parental leave is related to

Select Program for Parental Leave Request					
	Student ID	Name	Program	Begin Term	Graduation Term
Select			Computer Science, MS	2019 Fall	

- 4) The student completes the form. The form requires the following:
  - Reason for Leave (birth of child, adoption of child, fostering child)
  - Semester seeking leave
  - 1 page pdf of a doctor's note or some type of form that supports the need for parental leave. (no personal or confidential information please)

Figure 3 Student view of form

## Reason for Request

### Criteria :

- Must have completed a minimum of 60 calendar days on their employment appointment at a minimum of 10 hours per week prior to the date it is supposed to start.
- Must hold a graduate assistantship for a minimum of 10 hours per week (could be from multiple appointments).
- Request for leave is subject to approval from graduate director and unit head.
- Must be enrolled full time (12 hours).
- Must be in good academic standing.

### Please note:

Length of parental leave is 6 weeks. If a Caesarean section occurs, please alert [gradparentalleave@uc.edu](mailto:gradparentalleave@uc.edu) and leave will be extended to 8 weeks.

Reason for Leave: \*

- Please select a Reason ▼

Semester seeking leave: \*

- Please select a Semester ▼

Please upload a 1 page pdf of the doctor's note or some type of form that supports your need for parental leave. (do not share personal or confidential information) \*

Choose File No file chosen

Upload

## Approving the Form

The Graduate Program Coordinator (GPC) and Graduate Program Director (GPD) will each complete the following steps. The GPC approves first. After GPC approval then the form goes to the GPD for approval.

- 1) An email is received that there is a form to approve. The student will be copied on the emails throughout the approval process.
- 2) Login to [GradTracker](#) and click the “Approve Forms” link.
- 3) Click the Approve Form link to review.

Figure 4 Approve Forms list

Approve Form	Student ID	Name	Program	AcadPlan	FormName
<a href="#">Approve Form</a>	[REDACTED]	[REDACTED]	20MAS	CS20-MS	Parental Leave Request
<a href="#">Approve Form</a>	[REDACTED]	[REDACTED]	20DOC	AEM-PhD	Parental Leave Request

- 4) The form is available to review on screen. The documentation is below the form. To view the form or documentation in its own tab click the “Open in new window” link. Program coordinators and directors both check the box confirming the student is in good academic standing and agreeing to use the funding as intended.


Figure 5 Program coordinator/director view of form

Parental Leave Request [Request Modifications](#) [Approve](#)

This student is in good academic standing and I approve this leave. I have consulted with the unit head who is in support of this leave. The money received will be used only for covering this student's assistantship duties. We will not alter this student's funding or health insurance. If the leave does not occur, the money will be returned to the Graduate College. \*  Yes

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[Open in New Window](#)

  
University of CINCINNATI | THE GRADUATE COLLEGE

Parental Leave Application Request Form

**Criteria**

- \* Must have completed a minimum of 60 calendar days on their employment appointment at a minimum of 10 hours per week prior to the date in is supposed to start.
- \* Must hold a graduate assistantship for a minimum of 10 hours per week (could be from multiple appointments).
- \* Request for leave is subject to approval from graduate director and unit head.
- \* Must be enrolled full time (12 hours).
- \* Must be in good academic standing.

Name:       Program:   
UCID:       Email:

Position	Position No.	Begin Date	Unit	Days employed
GA	7004031	8-8-2023	CE43 - Electrical and Com	400

Note: Length of parental leave is 6 weeks. If a Caesarean section occurs, and the leave will be extended by 6 weeks.

Page:    Zoom:

Related Documents: [Open in New Window](#)

5) Click either the *Save & Approve* button or *Request Modifications* button (upper right of screenshot).

- a. The *Save & Approve* button submits the form to the Graduate Program Director (GPD). The GPD will receive an email that there is a form to approve. The student and the GPC are cc'd on the email.
- b. The *Request Modifications* button brings up a text box for *Approver Comments*. Type in what modifications are needed and click *Return for Modifications*.
  - i. When you return for modifications, a message at the top of the form will read "Your Comment is Submitted"

and the student will receive an email that they need to provide the additional requested information and resubmit. Once this is done, an email will be released again to each approver one at a time, in the order of approval. (Anyone in the cycle can request modifications along the way, which will return the form to the student.)

After the graduate program director approves, the form is sent to the Graduate College Coordinator to review.

Once the final approver (the Graduate College Associate Dean) approves and submits the form, all parties involved in reviewing the form plus the GA supervisor and the Grad College Business Officer will receive an email with the approved form attached, stating that the student has been approved. The approved form will be automatically sent to OnBase. No other email will be generated from the Graduate College regarding this.

If denied, the Graduate College Associate Dean will write denied in the comments box and return for modifications. The form will remain available in GradTracker should circumstances change and the student wishes to resubmit the form.

