

# LEAVE OF ABSENCE APPLICATION FORM

## Faculty of Graduate Studies

(see reverse for instructions and deadlines)



University  
of Windsor

INITIAL	SURNAME	GIVEN NAME
STREET NAME		
CITY	PROVINCE	POSTAL CODE
TELEPHONE		E-MAIL ADDRESS

DEPARTMENT/SCHOOL/FACULTY	
U. OF WINDSOR IDENTIFICATION NUMBER	
MASTER'S	PHD
TERM IN WHICH LEAVE IS TO BEGIN:	
FALL 20__	WINTER 20__
SUMMER 20__	
NUMBER OF LEAVE TERMS REQUESTED	
1	2
(Please Circle One)	
3	

Application must be completed by the student and submitted to the Department for recommendation before the end of the second week of the term. **\*\*\*FEE FOR LEAVE OF ABSENCE IS \$50.00 PER TERM\*\*\***

*Reason for Leave of Absence (please use additional sheet if necessary, and supply documentation where required - see over):  
If you are in the major paper/project, thesis or dissertation stream, reasons for not registering in the research/project requirement must be included.*

STUDENT'S SIGNATURE	DATE
<i>Department Recommendation:</i>	
DEPARTMENT HEAD OR GRADUATE COORDINATOR	DATE
DEAN/ASSOCIATE DEAN FACULTY OF GRADUATE STUDIES	DATE

**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 GUIDANCE BY FACULTY MEMBERS.**

**SCHOLARSHIP HOLDERS NOTE: LENGTH OF AWARD WILL NOT BE EXTENDED TO ACCOMMODATE A FINANCIAL LEAVE OF ABSENCE, OR CERTAIN TYPES OF PERSONAL LEAVE.**

\*\*\*REGULATIONS FOR LEAVE OF ABSENCE ON REVERSE SIDE\*\*\*

## **REGULATIONS FOR LEAVE OF ABSENCE:**

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

**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 academic standing.

**PARENTAL LEAVE:** Parental leave is intended to recognize the 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. The request for leave must be completed within twelve months of the date of birth or custody.

**FINANCIAL LEAVE:** In the case of financial necessity, primarily as evidenced by the support awarded through the University, a student may be granted a leave of no more than one term out of three upon application (**not available to part-time students**).

**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.

**PERSONAL LEAVE:** Graduate students may apply for a leave of absence on grounds of serious personal circumstance for up to three terms without prejudice to their academic standing. Examples, though not wholly inclusive, are death in the immediate family, psychological difficulties, and educational opportunities. Upon request, documentation may be required to support 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).

While on leave, a student may NOT have access to any University resources, including office space, computer access, library facilities, continuation of laboratory experiments or computer research applications and guidance by faculty members.

**SCHOLARSHIP HOLDERS PLEASE NOTE: LENGTH OF AWARD WILL NOT BE EXTENDED TO ACCOMMODATE A FINANCIAL LEAVE OR CERTAIN TYPES OF PERSONAL LEAVE.**

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.

## **INSTRUCTIONS FOR LEAVE OF ABSENCE**

1. **Application must be completed by the student and submitted to the Department for recommendation before the end of the second week of the term.**
2. The fee (\$50 per term) will be automatically debited to your student account. If you prefer, you may attach a cheque, made payable to the University of Windsor, to this form.
3. Recommendation is required by Department Head or Graduate Coordinator.
4. Form must be submitted to the Faculty of Graduate Studies for approval by the Dean/Associate Dean.
5. Once a decision has been made by the Faculty of Graduate Studies, copies will be distributed to the Cashier's Office, the Department and to the student.