

University of Utah  
School of Medicine  
Department of Oncological Sciences

**Parental Leave Policy (Trainees)**

**1. Purpose and Scope**

This Department of Oncological Sciences (“Department”) policy is intended to supplement existing University regulations related to parental leaves of absence. In the event of any conflict between this policy and any University Policy or other regulation, the University Policy or other regulation shall govern.

**2. Definitions**

- A. As used in this policy, capitalized terms shall have the meanings given in University Policies 5-001, 5-200, 5-301, 6-309, and their accompanying regulations.
- B. “Eligible Caregiver” for the limited purpose of this policy means a Trainee who provides the majority of child contact hours during regular working hours.
- C. “Graduate Student” means a registered matriculated student who is working toward post-baccalaureate degree(s) within the Department.
- D. “Trainee” means a Graduate Student or Postdoctoral Fellow in the Department.

**3. Policy**

- A. Eligibility. Subject to the requirements described in this policy, a Trainee who is an Eligible Caregiver may be granted up to twelve (12) weeks of leave, including up to eight (8) weeks of leave with pay, during any twelve (12) month period (“Trainee Parental Leave”), for one or more of the following:
  - i. the birth of a child, and to care for the newborn child; or
  - ii. the placement with the Trainee of a child for adoption or foster care, and to care for the new child.
- B. Requirements. The following requirements shall apply to the Trainee Parental Leave benefit:
  - i. Only one Trainee is eligible for the Trainee Parental Leave benefit for a given instance of childbirth or adoption. In the event both parents are Trainees eligible for the benefit under this policy, either one or the other

may use the Trainee Parental Leave benefit, or they may choose to divide the Trainee Parental Leave benefit between them (each taking a portion of the overall maximum benefit).

- ii. Trainees are expected to work with the Trainee's advisor, the Departmental office, and the Graduate School at least 90 days in advance in order to coordinate a plan for progression toward graduation (although scholarly activity will not be expected during the leave) and to avoid loss of tuition benefits and insurance coverage. It is expected that Trainee Parental Leave will normally be taken from or near the time that the new child arrives and be completed within six months (continuously or intermittently) of the new child's arrival.
- iii. It is the responsibility of the Principal Investigator to conform with policies of funding sources. In the event this Department policy is incompatible with a Trainee's existing funding mechanism, the Trainee's advisor must notify the Department at least 45 days prior to leave to determine whether alternative funds are available to provide the Trainee Parental Leave benefit.
- iv. As an alternative to Subsection 3.A., as applicable, a Trainee may elect to take leave as provided in other applicable University policies. Trainees who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact the University's Office of Equal Opportunity, Affirmative Action, and Title IX to request an accommodation.

#### 4. References

- A. National Institutes of Health, *Summary of Leave, Part-Time and Extension Policies Available to Ruth L. Kirschstein National Research Service Awards (NRSA) Trainees and Fellows* (March 26, 2018), available at <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-154.html>.
- B. University of Utah, Division of Human Resources, *Family Medical Leave Act (FMLA)*, available at <https://www.hr.utah.edu/absenceMgt/fmla.php> (last visited February 4, 2019).
- C. University of Utah, Office of Equal Opportunity, Affirmative Action, and Title IX, *Pregnancy and Pregnancy-Related Accommodations*, available at <https://oeo.utah.edu/services/pregnancy-and-pregnancy-related-accommodations.php> (last visited February 4, 2019).