

Dear Chemistry Department Graduate Students,

The Chair in consultation with the Executive Committee is pleased to announce that the Chemistry Department has adopted a Childbirth Accommodation Policy. This new program will be effective immediately and will apply to all full-time women graduate students registered in Chemistry, who are anticipating a birth. Please note that the University already has a maternity leave program for postdoctoral students.

This new Childbirth Policy is a 12-week period intended to accommodate late-stage pregnancy, childbirth, and the care of a newborn. It will allow birthing mothers to maintain full-time student status, and it will facilitate return to class-work, research and teaching duties in a seamless manner. This policy is intended to serve as an accommodation and not a leave of absence. The student should initiate discussions with her advisor(s) and Roger Kuhn or Ed Caron approximately six months prior to the anticipated birth in order to make arrangements for the accommodation period. This planning period should also be used to reach agreement on a time-line for academic and research related issues (i.e., academic milestones, time-sensitive research reports, etc.) that will be affected by the accommodation period and by the automatic one-quarter extension of academic requirements. It is the student's responsibility to make arrangements with faculty and with Student Services for course completion and for continuation of teaching and/or research activities before and following the twelve-week accommodation period.

Nothing in this policy replaces the communication and cooperation between student and advisor, and the good-faith efforts of both to accommodate the birth of a child. It is the intention of this policy to reinforce the importance of that cooperation, and to provide support where needed to make that accommodation possible.

Birth mothers may opt to use Medical and Maternity Leaves in addition to or instead of the benefits provided by the department's Childbirth Accommodation Policy. Depending on the stage in her academic career, the timing of the birth, her funding source, and the level of assistance she will receive from others in caring for the newborn, a woman may find it more advantageous to take one or more quarters of leave of absence rather than remain enrolled and utilize the Childbirth Policy. [1]

### **Applying for a Childbirth Accommodation Period, Extension of Academic Requirements and Funding**

The Childbirth Policy will be administered by the Student Services Office through a petition process. The twelve-week accommodation period will begin on a date specified by the woman student in the petition. A letter from the student's doctor stating the anticipated delivery date must accompany the petition. If the childbirth occurs prior to filing the petition, the twelve-week period begins on the birth date.

Funding for the Childbirth Policy program will be provided by the Department at the published University graduate student salary rate for a maximum of twelve

weeks. Funding received from any internal or external sources will reduce departmental funding on a dollar for dollar basis.

Students who are supported by fellowships external to Stanford must adhere to the rules of the granting agency with respect to absences from academic and research work. If the granting agency requires suspension of fellowship benefits during the twelve-week Accommodation Period, the student will be eligible for substitute payment from the Department.

[1] Before applying for a leave of absence, a woman student should determine the implications of a leave for remaining in on-campus housing, continuation of Cardinal Care insurance, fulfilling visa requirements, and whether leave stops the clock with regard to University or departmental funding (see Leave of Absence section of the Stanford Graduate Student Handbook). She should also discuss with her research advisor(s) how a leave, especially one longer than a single quarter, would affect time-sensitive research projects and reporting, and the feasibility of resuming the same research project on return from leave.