



Canada's Capital University

Policy Name:	Student Parental Leave Policy
Originating/Responsible Department:	Vice-President (Students and Enrolment) and University Registrar
Approval Authority	Senior Management Committee
Date of Original Policy:	March 2021
Last Updated:	March 2021
Mandatory Revision date:	March 2026
Contact:	Associate Registrar (Enrolment and Records)

Policy:

Carleton University recognizes that our students may require to take leave from their program due to parental responsibilities. Further, some students may require (for legal, employment or other reasons) official approval and recognition of their request for parental leave.

Undergraduate, Graduate and Special Studies students who require official parental leave to be granted may make a request for leave through the relevant Registrar's Office. Such requests will not unreasonably be denied.

All Carleton University students who are on an approved leave of absence due to parental responsibilities, will have access to the following University services, should they choose to do so:

- Health and Counselling Services;
- Library Resources; and
- Athletics.

Purpose:

This Policy formalizes the process of obtaining parental leave, in cases where the student requires official recognition of their parental leave. Existing regulations already govern unofficial leaves of absence from studies and are separate from this Policy.

Scope:

This Policy governs the request of students to seek official parental leave from their studies. It does not extend to professional services staff and faculty. Requests for approved leave from staff or faculty are governed by separate policies and collective agreements.

International students are subject to additional immigration requirements, laws, rules and regulations that may be restrictive. Where applicable, those laws, rules and regulations supersede this Policy.

Procedures:

Students seeking to obtain official parental leave must apply and be approved for leave from the relevant Registrar's Office (Undergraduate and Special Studies apply through the Undergraduate

Registrar's Office; Graduate Students apply through the Faculty of Graduate Studies and Postdoctoral Affairs).

International students seeking parental leave must additionally meet with the International Student Service and obtain prior approval before submitting their application to the Registrar's Office.

Approved applicants will be placed on parental leave for a period not to exceed one year in duration. Approved international applicants will be placed on parental leave for a period not to exceed 150 days in duration.

During the academic term(s) of the leave, the applicant will be charged part-time miscellaneous fees as follows:

- Health and Counselling services fee; and
- Athletics fee.

Students on official parental leave who require written confirmation of the approved leave may request a Certificate of Enrolment indicating that the student is on 'Approved Parental Leave'.

Students who are also employees of the University must apply separately for parental leave from their employment duties according to the Leave with Pay Policy, the leave procedures for employees and, if applicable, the appropriate collective agreement.

Exceptions or variances to this policy may be made only with the express permission of the Vice-President (Students and Enrolment) and the University Registrar.

Roles and Responsibilities:

- Registrar's Office – Responsible for administrating requests from Undergraduate and Special Studies students.
- Faculty of Graduate Studies and Postdoctoral Affairs - Responsible for administrating requests from Graduate students.
- International Student Service Office (ISSO) – Responsible for meeting with international student applicants and providing approval of their requests.

Contacts:

International Student Service Office
Undergraduate University Registrar's Office
Faculty of Graduate and Post-doctoral Affairs
Associate Registrar (Enrolment and Records)
Coordinator of Internal and External Graduate Awards

Links to Related Policies:

Academic/Registrarial Change Form (Including Leave of Absence)
Leave with Pay Policy (for Employees)