

Pregnancy & Parenting-Related Assistantship Duties Work Plan

Last Name:

First Name:

Student ID number:

Colorado.edu e-mail:

Supervisor:

Position:

Dates of six week leave:

Please address any necessary adjustments in assistantship activities and responsibilities that will support the transition of assistantship duties to other graduate students, if applicable:

Please address how the student will transition back into work after the period of leave, if applicable:

The Assistantship Duties Work Plan should be kept by the student's employing departmental student file. Students with a qualifying appointment should follow additional steps to be approved for paid parental leave. For additional policy and procedure information, see the Graduate School [website](#).

Student Signature

Supervisor Signature

Chair of employing department Signature