



# New Child Accommodations for Full-Time Graduate Students and Postdoctoral Trainees

**POLICY [#]**  
Responsible Executive: Provost and Senior Vice President for Academic Affairs  
Responsible Office: Office of the Provost  
Approved by: Senior Planning Group  
Effective Date: July 1, 2017

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## Policy Statement

Johns Hopkins University recognizes the importance of balancing the family and academic responsibilities faced by new parents and promoting the well-being of their families. The University is supportive of accommodating eligible full-time graduate students and full-time postdoctoral fellows, scholars and trainees (collectively “postdoctoral trainees”) who are expecting a new child. Consistent with grant funding policies that place a limit of 8 weeks for parental leave, all eligible full-time graduate students and postdoctoral trainees shall receive no less than 8 weeks of fully-paid new child accommodations.

Each school has in place provisions for taking a formal leave of absence, which is an option at any time for students and trainees who are new parents. Electing this option relieves students of all university responsibilities but comes with consequences that may suspend students’ privileges and access to university benefits and resources. This option may also have visa consequences for international students. The goal of this Policy is to put in place a set of guidelines for full-time graduate students and postdoctoral trainees who have new family additions who do not elect a formal leave of absence.

## Purpose

The University is committed to providing a learning environment supportive of its students in their pursuit of productive and fulfilling academic, professional, and personal lives. The purpose of this Policy is to provide an overview of the eligibility requirements, benefits provided, and procedures required to utilize new child accommodations.

## Definitions

### *All Divisions of the University*

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**Eligible Full-Time Graduate Student**

A full-time graduate student who is admitted to a graduate program, and engaged in a full-time program of courses, credits, seminars and/or research as approved by the Chair of the department/program or designated faculty member.

The Chair of the department/program or designated faculty member certifies each student's status at the beginning of every semester or quarter.

Students may not be simultaneously enrolled at another university.

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**Eligible Full-Time Postdoctoral Trainee**

A postdoctoral trainee is one who:

- Has been awarded or has completed the requirements for a doctoral degree (e.g. Ph.D., M.D., D.D.S., Pharm.D., D.V.M., D.P.H., D.N.S.) or foreign equivalent, is engaged in a temporary or defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path, and is paid through Johns Hopkins University payroll;
- Has been issued a formal letter of appointment by the University (via the relevant school/entity) that sets forth the salary, terms, and expectations of the appointment; and
- The expected duration of the position will exceed six months.

The designated faculty member or Principal Investigator shall determine the full-time status of a postdoctoral trainee. Throughout the University, postdoctoral trainees are commonly referred to as "fellows". For the purposes of this Policy only, the term "Postdoctoral Trainee" shall apply to postdoctoral fellows, scholars, and trainees.

### **School of Medicine only**

For the purposes of this Policy only, "postdoctoral trainees" shall apply to interns, residents, fellows, and trainees (otherwise known as "postdoctoral trainees" or "house staff").

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**Child**

Biological or adopted child, or stepchild.

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**Parent**

Biological, adoptive, or surrogate parent, or the domestic or marital partner of a biological or adoptive parent.

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For the purposes of confirming the family relationship, eligible full-time graduate students and full-time postdoctoral trainees must provide the University with a copy of one official document (birth certificate, hospital discharge papers, adoption paperwork, or pediatrician note) within 15 days of the birth or placement.

Domestic or marital partners of biological or adoptive parents will be required to provide the University with documentation to confirm the existence of the partnership (e.g., marriage license, affidavit of marriage/domestic partnership).

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## Policy

**New child accommodations.** Full-time graduate students and postdoctoral trainees may request from their school a “new child accommodation” for 8 weeks. A new child accommodation is designed to make it possible to maintain the parent’s existing status, and to facilitate their return to full participation in classwork, research, teaching, and clinical training in a seamless manner.

Individuals who have teaching or research duties should work collaboratively to support the program’s responsibility in identifying a substitute for any duties or recurring responsibilities for the duration of the accommodation period. Those requesting an accommodation will not be expected to assume sole responsibility for finding their own temporary replacement, but must work with their program and supervisor(s) to delineate the responsibilities to be addressed.

The Policy applies equally to birth and non-birth parents of any gender. Accommodations begin on the day the student or trainee indicates they are no longer fully engaged in their professional and academic activities due to a new child and, to the extent possible, should be requested in advance of the beginning of the accommodation. Retroactive requests (more than one week after the new child accommodation has begun) will not automatically be granted but handled on a case-by-case basis. An accommodation is to be taken continuously and not intermittently and is not to continue beyond the end date of any appointment.

*Full-time graduate students:* Students approved for a new child accommodation are guaranteed to retain the same rights and privileges as all other students, including remaining registered and matriculated in a degree program. If the student is receiving tuition, stipend support, and benefits from a training grant, fellowship, or scholarship, these will remain unchanged during the accommodation period contingent on the policies of the entity providing funding. Fully-funded students will not lose any financial support during the approved accommodation period, but the accommodation will not provide financial support or additional benefits if none were already in place. Further, students receiving less than full-funding support or who receive wages for other types of employment or federal work-study are not guaranteed such support during the accommodation period. Students should consult the Office of Student Financial Services for questions regarding financial support during accommodation periods.

During this time and to the extent the student can remain enrolled, the student is expected to work with their advisor, program administrator, and department to reschedule course assignments, examinations, and other academic requirements. To the extent that the demands of caring for a new child allow, students are expected to keep up with classes in which they are registered and participate in seminars. Faculty are expected to work with the student to make arrangements for

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submitting work for completion of requirements, including assigning ‘incomplete’ grades consistent with school policies. Students will be granted a one-term extension of university and departmental requirements and academic milestones. Students in a primarily coursework- only program (e.g., master’s students) or programs with specific course requirements that may only be offered during specific periods of time may have to revise their degree completion timeline based on when courses are offered as part of the normal academic schedule.

*Full-time postdoctoral trainees:* Individuals approved for a new child accommodation are guaranteed to retain the rights and privileges as employed postdoctoral trainees. Financial support will remain unchanged during the accommodation period, contingent on the policies of the funding entity supporting the trainee. This accommodation assures that the parent will not lose any financial support during the accommodation period; it does not provide financial support or additional benefits if none was already in place. No appointment period is extended by this accommodation, unless there is an explicit extension of the appointment agreed upon by the appropriate school official.

Postdoctoral trainees in accredited training programs (e.g. School of Medicine internships, residencies, and fellowships) may be required by certifying boards to make up time spent utilizing a new child accommodation in order to sit for the board exam. If additional months of training are necessary to complete program requirements as set by the applicable certifying board, an extended appointment period with salary and benefits will be granted.

**Accommodations for Pregnant Students and Post-Doctoral Trainees.** Pregnant graduate students and postdoctoral trainees are entitled to supportive and reasonable accommodations as necessary during pregnancy to assist with limited mobility, the handling of hazardous materials, and the possible adjustment of work hours and/or responsibilities. Individuals should work the disability coordinator of their schools (graduate student) or Occupational Health Services (postdoctoral trainees) to request these accommodations.

**Additional accommodations.** Separate from this university-wide Policy, new parents may combine (as per applicable school policies) a new child accommodation request with paid sick or vacation leave, short-term disability leave, or a change from full-time to part-time status. Graduate students who work as research or teaching assistants and postdoctoral trainees may also request unpaid leave be extended for up to 12 weeks as per the Family and Medical Leave Act. These accommodations are subject to the applicable university and school policies.

Johns Hopkins prohibits discrimination on the basis of any characteristic protected by applicable law, including discrimination on the basis of pregnancy. Any graduate student or postdoctoral trainee who believes that he or she has not been treated equitably under the provisions of this Policy, or has experienced retaliation because of seeking or obtaining accommodations of this Policy, may file a grievance with the Office of Institutional Equity.

## Who is Governed by this Policy

- All full-time graduate students (masters and doctoral)
- All full-time postdoctoral trainees (including School of Medicine interns, residents and fellows)

## Exceptions/Exclusions (if applicable)

### Policy Enforcement

#### *All Divisions of the University*

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**Violations**

Johns Hopkins University prohibits discrimination on the basis of any characteristic protected by applicable law, including discrimination on the basis of pregnancy.

A faculty member, Principal Investigator, Training Program Director or other designated new child accommodation divisional contacts may not deny a request to use a new child accommodation without the express authorization of the Provost or their designee.

Any student or trainee who believes that he or she has not been treated equitably under the provisions of this Policy, or has experienced retaliation because of seeking or obtaining accommodations of this Policy, may contact the appropriate divisional Dean or the Office of Institutional Equity.

Failure of University faculty, staff, agents or offices responsible for providing the new child accommodations in accordance with this Policy and other applicable University, divisional, and unit policies, procedures, and applicable federal, state, and local laws or otherwise failing to follow the procedures outlined in this Policy is an explicit violation of this Policy.

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### Procedures

#### *All Divisions*

<b>Graduate Students Requesting New Child Accommodations</b>	Eligible graduate students who plan to utilize a new child accommodation are expected to notify the Chair of the department/program or designated faculty or staff member* as soon as the student is aware of the need to use a new child accommodation to facilitate appropriate scheduling. This should ideally be at least 90 days before the proposed start date of the new child accommodation.  *For any questions you have about this process at your school or division, we have provided a list of useful divisional or school contacts below.
<b>Postdoctoral Trainees Requesting New Child Accommodations</b>	Postdoctoral trainees who plan to utilize new child accommodations are expected to notify their designated divisional faculty member or Training Program Director* as soon as the trainee is aware of the need to use a new child accommodation to facilitate appropriate scheduling.

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	* For any questions you have about this process at your school or division, we have provided a list of useful divisional or school contacts below.
<b>International Postdoctoral Trainees Requesting New Child Accommodations</b>	In addition to following the Procedures outlined above, International postdoctoral trainees should consult with the Office of International Services.

## Related Resources

### *All units*

<b>University Policies and Documents</b>
<p>Bloomberg School of Public Health: <a href="#">Leave of Absence</a></p> <p>Carey Business School: <a href="#">Leave of Absence</a></p> <p>Homewood (KSAS &amp; WSE): <a href="#">Graduate Student Leave of Absence</a></p> <p>Homewood (KSAS &amp; WSE): <a href="#">Postdoctoral Leave of Absence</a></p> <p>Peabody Institute: <a href="#">Leave of Absence</a></p> <p>School of Advanced International Studies: <a href="#">Deferral and Leave of Absence</a></p> <p>School of Education: <a href="#">Leave of Absence</a></p> <p>School of Medicine: <a href="#">Non-Medical Leave of Absence Policy for Postdoctoral Trainees</a></p> <p>School of Nursing: <a href="#">Leave of Absence or Withdrawal</a></p> <p><a href="#">Breastfeeding Support Program</a></p>
<b>University Forms and Systems</b>
<p><a href="#">Breastfeeding Support Program Registration Form</a></p>

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## Contacts

### *Useful Divisional or School Contacts*

<b>Division</b>	<b>Contact/Title</b>	<b>Telephone Number</b>	<b>E-mail/Web Address</b>
Bloomberg School of Public Health	Michael Ward, Associate Dean for Enrollment & Student Affairs	443-287-7277	<a href="http://www.jhsph.edu/offices-and-services/student-affairs/index.html">http://www.jhsph.edu/offices-and-services/student-affairs/index.html</a>  <a href="mailto:mward5@jhmi.edu">mward5@jhmi.edu</a>
G.W.C. Whiting School of Engineering	Christine Kavanagh, Assistant Dean for Graduate and Postdoctoral Academic Affairs	410-516-5938	<a href="http://homewoodgrad.jhu.edu/student-services/family-resources-for-students-and-postdoctoral-fellows/">http://homewoodgrad.jhu.edu/student-services/family-resources-for-students-and-postdoctoral-fellows/</a>  <a href="mailto:christinekavanagh@jhu.edu">christinekavanagh@jhu.edu</a>
Paul H. Nitze School of Advanced International Studies	Khorey Baker, Director of Student Life	202-663-5705	<a href="http://www.sais-jhu.edu/atoz/student-life#welcome">http://www.sais-jhu.edu/atoz/student-life#welcome</a>  <a href="mailto:SAISstudentaffairs@jhu.edu">SAISstudentaffairs@jhu.edu</a>
Peabody Institute	Kyley Sommer, Peabody Student Affairs	667-208-6500	<a href="http://www.peabody.jhu.edu/conservatory/studentaffairs/index.html">http://www.peabody.jhu.edu/conservatory/studentaffairs/index.html</a>  <a href="mailto:ksommer@jhu.edu">ksommer@jhu.edu</a>
School of Education	Jenny Eddinger, Office of Student Affairs	410-516-9734	<a href="http://www.students.education.jhu.edu/studentaffairs/">http://www.students.education.jhu.edu/studentaffairs/</a>  <a href="mailto:soe.students@jhu.edu">soe.students@jhu.edu</a>
The Carey Business School	Bobbie Tchopov, Director of Student Services	410-234-9240	<a href="http://carey.jhu.edu/life-at-carey/student-resources/">http://carey.jhu.edu/life-at-carey/student-resources/</a>  <a href="mailto:bobbie@jhu.edu">bobbie@jhu.edu</a>
Zanvyl Krieger School of Arts and Sciences	Renee Eastwood, Director of Graduate and Postdoctoral Academic Affairs	410-516-8477	<a href="http://homewoodgrad.jhu.edu">http://homewoodgrad.jhu.edu</a>  <a href="mailto:rseit5@jhu.edu">rseit5@jhu.edu</a>

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<b>Division</b>	<b>Contact/Title</b>	<b>Telephone Number</b>	<b>E-mail/Web Address</b>
School of Medicine	Jessica Bienstock, Associate Dean for Graduate Medical Education	410-955-3191	<a href="http://gme.med.jhmi.edu/">http://gme.med.jhmi.edu/</a>  <a href="mailto:jbienst@jhmi.edu">jbienst@jhmi.edu</a>
	Peter Espenshade, Associate Dean for Graduate Biomedical Education	443-287-5026	<a href="http://www.hopkinsmedicine.org/education/graduate-programs/student-resources/office-graduate-student-affairs.html">http://www.hopkinsmedicine.org/education/graduate-programs/student-resources/office-graduate-student-affairs.html</a>  <a href="mailto:peter.espenshade@jhmi.edu">peter.espenshade@jhmi.edu</a>
	Tom Koenig, Associate Dean for Student Affairs	410-955-3416	<a href="http://www.hopkinsmedicine.org/som/offices/studentaffairs.html">http://www.hopkinsmedicine.org/som/offices/studentaffairs.html</a>  <a href="mailto:tkoenig@jhmi.edu">tkoenig@jhmi.edu</a>
	Martha Zeiger, Postdoctoral Coordinator	410-955-3192	<a href="http://www.hopkinsmedicine.org/som/offices/pda/">http://www.hopkinsmedicine.org/som/offices/pda/</a>
School of Nursing	Jennifer Dotzenrod, Associate Dean for Enrollment and Student Affairs	410-955-7545	<a href="http://nursing.jhu.edu/information/current-student/student-affairs/index.html">http://nursing.jhu.edu/information/current-student/student-affairs/index.html</a>  <a href="mailto:son-studentaffairs@jhu.edu">son-studentaffairs@jhu.edu</a>

***Other Useful Contacts***

<b>Subject Matter</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>E-mail/Web Address</b>
Policy Clarification and Interpretation	Office of the Provost	410-516-8070	<a href="mailto:provost@jhu.edu">provost@jhu.edu</a>  <a href="http://web.jhu.edu/administration/provost">http://web.jhu.edu/administration/provost</a>
Questions Regarding Health Insurance Coverage or Registration Status	Office of the Registrar for Krieger School of Arts & Sciences and Whiting School of Engineering	410-516-8080	<a href="https://studentaffairs.jhu.edu/registrar/">https://studentaffairs.jhu.edu/registrar/</a>



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<b>Subject Matter</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>E-mail/Web Address</b>
	Bloomberg School of Public Health Records and Registration	410-503-1791 (health insurance)  410-955-3552 (registration)	<a href="mailto:sbazzet1@jhu.edu">sbazzet1@jhu.edu</a> (health insurance)  <a href="mailto:JHSPH.Registra@jhu.edu">JHSPH.Registra@jhu.edu</a> (registration)
	Carey Business School Office of the Registrar	410-234-9520	<a href="mailto:carey.registration@jhu.edu">carey.registration@jhu.edu</a>
	Peabody Institute Conservatory Registrar's Office	667-208-6580	<a href="mailto:peabodyregistrar@jhu.edu">peabodyregistrar@jhu.edu</a>
	School of Advanced International Studies Registration and Student Records	Washington DC: 202-663-5708 Europe: 39-051-291-7811	<a href="http://www.sais-jhu.edu/content/registration-and-student-records#welcome">http://www.sais-jhu.edu/content/registration-and-student-records#welcome</a>
	School of Education	410-516-9816	<a href="mailto:soe.registration@jhu.edu">soe.registration@jhu.edu</a>
	School of Medicine	410-955-3080	<a href="mailto:medreg@jhmi.edu">medreg@jhmi.edu</a>
	School of Nursing	410-614-3096	<a href="mailto:sonregistrarsoffice@jhu.edu">sonregistrarsoffice@jhu.edu</a>
Eligibility for Family and Medical Leave	Occupational Health Services	410-516-0450	<a href="http://www.hopkinsmedicine.org/hse/occupational_health/">http://www.hopkinsmedicine.org/hse/occupational_health/</a>
Adoption Assistance	Human Resources Benefits	410-516-2000	<a href="mailto:benefits@jhu.edu">benefits@jhu.edu</a>
Visa/Immigration Issues	Office of International Services	667-208-7001	<a href="http://ois.jhu.edu/contact_us">http://ois.jhu.edu/contact_us</a>

**Web Address For This Policy**

<https://www.jhu.edu/assets/uploads/2017/06/newchildaccommgradandpostdoc.pdf>