

**Parental Work Load Relief   
Application Process**

**February 2024**

The Parental Work Load Relief Plan is outlined in the University’s Faculty Handbook and is intended to allow new parents who are serving as primary caregivers to spend time with their young children.

During the period selected, faculty are excused from teaching and from serving on administrative committees. They are, however, expected to make themselves available for consultations with students and to continue their research.

There are two preferred ways to structure a PWLR Leave:

* One semester with no teaching or administrative committee responsibilities at full salary
* One year with no teaching or administrative committee responsibilities at half (1/2) salary

Leaves must begin within 1 year of the child’s birth, and the faculty member must be the primary caregiver of the child as defined in the faculty handbook to be eligible.

Please see the following link for more information about the policy:

Faculty Handbook (see section on Parental Workload Relief Plan under Child Care leaves):

<https://facultyhandbook.columbia.edu/content/officers-instruction/leaves>

To apply for Parental WorkLoad, please write a letter on your own stationery (with signature) addressed to the Senior Vice Dean for Faculty Affairs including the required information – A template is provided below.

You should send the letter to the Senior Vice Dean for Faculty Affairs and Faculty Affairs [facultyaffairs@gsb.columbia.edu](mailto:facultyaffairs@gsb.columbia.edu) in the Dean’s Office via e-mail.

The leave is formally granted when you receive a confirming message / letter from the Provost’s Office.

If you do not receive that letter within 4 weeks or a month before the beginning of the leave please follow up with the Dean’s Office.

(2-2024)



## EXAMPLE LETTER

## Please fill in the spaces with red blanks and omit the purple text and feel free to edit as you see fit. The letter you send should all be in black text.

## If part of the letter is not relevant to your request, please omit it.

## DATE

XXXXX

Senior Vice Dean for Faculty Affairs

Office of the Dean

3rd Floor Kravis Hall  
665 West 130th Street

New York, NY 10027

Dear XXX:

Following up on our earlier conversations, I write to request Parental Work Load Relief leave beginning on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Note to Faculty member:*

* *Dates used above should correspond with the official University semesters so either:* 
  + *July 1-December 31 or January 1-June 30 (for one semester PWLR leaves at 0 load and full salary)*
  + *January 1-December 31 or July 1-June 30 (for full year PWLR leaves at ½ salary)*
* *If you wish to have a full year of relief at full-salary, you must teach ½ your load in each semester. If this is the case, please specify.*

As you may know, *Child’s Name (if available, or “my child”)*  was born/my child is expected on *Child’s Birthdate*. During the planned period of workload relief, I will be the primary caregiver for *Child’s Name/My Child*  and my (*partner/husband/wife*), *Partner’s Name* will be working (*or in school*) full-time during the term of the workload relief.

My understanding is that if the leave is granted:

* + My teaching load during the 20\_\_-20-\_ academic year will be \_\_\_ credits reflecting an exemption of \_\_\_ credits
  + My up or out date will change to \_\_\_\_\_\_\_\_  *(If applicable).*
  + I will not teach more than my teaching load during the parental leave, and will not request pay out for over-teaching.
  + My salary will be reduced by X %. *(If applicable)*

Parental work load relief reduces my teaching load but I understand that I am still expected to be in residence, to be available for students, and continue my research during this period, and not to accept any assignments outside of the University.

Please let me know if you have further questions and thank you for your consideration of this request.

## Sincerely,