

LEAVE OF ABSENCE
TO BE SUBMITTED BEFORE THE START OF LEAVE

*This form must be filled in, printed out, signed and sent to the PhD Office. If you complete it by hand, please write legibly in block capitals.
Please note that a € 16,00 stamp duty must be paid on this request.*

To the Rector of the University of Trieste
P.le Europa, 1 - 34127 – TRIESTE
Settore Servizi agli studenti e alla didattica – Ufficio Dottorati di ricerca
dottorati@amm.units.it - fax +39040 558 3008

Stamp duty
Euro 16,00 (*)

I, the undersigned

Surname

holding a scholarship

Name

not holding a scholarship

regularly enrolled in the Doctoral course in

cycle

first year

second year

third year

repeat year

resuming attendance

HEREBY REQUEST

a leave of absence

from		
day	month	year
<input type="text"/>	<input type="text"/>	<input type="text"/>

to (estimated end date)		
day	month	year
<input type="text"/>	<input type="text"/>	<input type="text"/>

for reasons of (tick one of the following):

O1 Pregnancy/maternity: statutory leave of **two** months prior to the due date and **three** months after the date of birth. (Law N. 151 of 26.03.2001 and DM 12.07.2007).

Attached is the medical certificate, indicating the anticipated date of delivery (NOTE: The birth certificate or a self-certification must be promptly sent to the doctoral registrar's office in order to calculate the statutory period of leave).

O1a Flexible maternity leave: The doctoral student may request **one** month of leave prior to the baby's birth and **four** months after the birth, instead of the ordinary two months before birth and three months after birth. The request must be submitted within the 7th month of pregnancy and will be accepted provided that a doctor registered with the National health care system certifies that no health risks are involved for the mother and the baby. The medical statement must be confirmed by the University doctor in charge of prevention and safety at work after performing a medical examination.

Attached is the medical certificate stating that there are no health risks and indicating the expected date of delivery.

O1b Extension of maternity leave up to seven months after childbirth for work-related risk factors. The request must be submitted to the "Direzione Provinciale del Lavoro" using their dedicated forms and attaching a statement from the University (Doctoral office) attesting that the student performs activities involving risk factors and that she cannot be assigned any different tasks. The outcome of the request must be notified to the Doctoral Registrar's Office.

O2 Parental leave (Law N. 151 of 26.03.2001, see art. 32) up to three months within the first year of the baby's life.

O3 Serious health problems. Attached is the medical certificate provided by the general practitioner specifying the period of prognosis.

O4 Serious family problems following assessment of the Academic Board of Professors. (**)

Attached is the supporting documentation allowing the Academic Board to evaluate and decide on the request of leave (medical certificates, etc.).

Please use the space below if you have any further comments that may be helpful.

O5 Other reasons: the Academic Board will decide whether the request can be accepted. (**)

Attached is the documentation allowing the Academic Board to evaluate and decide on the request. Please use the space below if you have any further comments that may be helpful.

COMMENTS (if any)(**)

Place

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
day	month	year	

day month year

HANDWRITTEN SIGNATURE OF THE PhD STUDENT

=====

The PhD Coordinator hereby states that the Academic Board has already approved the request (only if included in the above points 4 and 5)

date

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Place

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
day	month	year	

day month year

HANDWRITTEN SIGNATURE OF THE PhD COORDINATOR
(copy-pasted signatures are not deemed valid)

- Applications without the approval or lacking the required documents shall not be accepted.

(*) Students who are not able to purchase a stamp duty can make an online payment using the ESSE3 system. Please email to dottorati@amm.units.it for further information.