



UNIVERSITAT  
ROVIRA I VIRGILI

## APPLICATION FOR TEMPORARY LEAVE OF ABSENCE DUE TO:

- ILLNESS OR RISK DURING PREGNANCY
- CHILDBIRTH, RISK DURING THE BREASTFEEDING PERIOD, ADOPTION OF A CHILD, CHILDCARE WITH A VIEW TO ADOPTION, CONCENTRATION OF THE WORKING HOUR REDUCTION FOR BREASTFEEDING
- GENDER VIOLENCE

Academic Year:

URV.E11.00.00

## PERSONAL INFORMATION

Name and surname:

ID card/Passport/NIE:

Telephone:

URV e-mail address for written correspondence:

Personal e-mail address for written correspondence:

Doctoral programme in:

## I STATE

- That the supervisor of my doctoral thesis is Dr \_\_\_\_\_  
my supervisor's authorization.

and that I have

(Signature of doctoral thesis supervisor)

\_\_\_\_\_, \_\_\_\_\_ 20\_\_\_\_.  
(Place and date)

## I REQUEST

Temporary leave due to illness.

Temporary leave due to risk during pregnancy.

Temporary leave due to childbirth.

Temporary leave due to adoption.

Temporary leave due to providing childcare prior to adoption.

Temporary leave due to risk during breastfeeding.

Temporary leave due to concentration of working hours reduction for breastfeeding.

Temporary leave due to gender violence.

- I support my request of temporary leave of absence with the follow documentation:

Official medical document showing the start date and the expected end date of the leave.

Official document showing the date of birth of the child.

Official ruling concerning the child's adoption.

Resolution issued by the company stating the duration of the temporary leave due to the concentration of the working hours reduction for breast feeding.

Current report issued by the General Treasury of the Social Security stating my status as a self-employed worker so that I can concentrate the working hours reduction for breast feeding into one period, to be added to the temporary leave due to childbirth.

Corresponding accrediting documentation.

(signature of doctoral student)

*Signature not required if application sent via online procedures*

\_\_\_\_\_, \_\_\_\_\_  
(Place and date)



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Academic Year:

URV.E11.00.00

Student details:

Name and surname:

ID card/Passport/NIE:

Telephone:

URV e-mail address for written correspondence:

Personal e-mail address for written correspondence:

Doctoral programme:

## RESOLUTION

The Secretary's Office

has reviewed the transcript of the doctoral student and the documentation delivered and:

Grants the application

Does not grant the application for the following reason(s):

The doctoral student has not completed their registration for the current academic year.

The doctoral student is not up-to-date with their registration payments.

The doctoral student missed the deadline for presenting their thesis on

The required documentation has not been included.

Others reasons:

(signature of the campus secretariat)

\_\_\_\_\_, \_\_\_\_\_ 20 \_\_\_\_  
(Place and date)

Applications should be sent to the secretary's office of the campus to which the doctoral programme is affiliated, as follows:

For programmes affiliated to the Catalunya and Bellissens Campuses, applications should be sent to the Campus Secretariat. For programmes affiliated to the Faculty of Tourism and Geography, applications should be sent to the Secretary's Office of the Faculty. For programmes affiliated to the Sescelades Campus, applications should be sent to the Secretary's Office of the corresponding department.

This decision is not the end of the administrative process and, should students wish to do so, they can appeal to the rector of the URV within one month of having been informed of this decision.

The campus/faculty/school secretariat shall update the student's file and forward the corresponding resolution by electronic notification to the interested party, to the corresponding department and to the Doctoral School.

Provided that they are registered, doctoral students can consult the SAD to find out the deadline for depositing their doctoral theses.