

## **Case Western Reserve University – Faculty Paid Parental Leave Policy**

Date Accessed: 11/18/2013

Faculty Handbook: <http://www.case.edu/president/facsen/frames/handbook/leaveofabsence.htm>

**Definition of the Leave** – The faculty member will be relieved of their normal duties and responsibilities including research, scholarship, teaching, and service responsibilities for a continuous paid leave.

### **Eligibility**

- All Tenured, Tenure Track, Non-Tenure Track and/or Special Faculty Members, who are 1) full-time (at least 50% effort) and are benefits eligible, and 2) eligible for Family Medical Leave Act ("FMLA") leave are eligible for Faculty Paid Parental Leave.
- Those who are not eligible for FMLA but meet the other requirements may apply for an exception from the Provost's office to be eligible for Faculty Paid Parental Leave.
- Primary and secondary caregivers with a newborn, or a newly adopted child or a newly placed foster child under the age of six.
- Both a mother and a father, as well as domestic partners, who are faculty members are eligible.

### **Length of Leave**

- The primary and secondary caregivers must be designated by the eligible faculty member(s)
- Primary and secondary caregivers with a newborn, or a newly adopted child or a newly placed foster child under the age of six, are eligible for 16 weeks and 3 weeks of paid parental leave respectively.
- If both parents/domestic partners are faculty members:
  - The maximum paid parental leave for both faculty members together is nineteen weeks (sixteen weeks for the primary caregiver and three weeks for the secondary caregiver).
  - In the case of the birth of a child, if the primary caregiver is not the birth mother, the maximum total paid parental leave that may be provided to the two parents/faculty members related to the birth of the child will be nineteen weeks; the amount of paid parental leave provided to the primary caregiver may be reduced by the amount of FMLA leave taken by the birth mother.

### **Requirements to Receive Leave**

- Proof of the birth or placement of the child is required. Additional documentation of proof of eligibility may be requested by the Employee Relations Office.
- The leave must commence within 12 months of the live birth or of the adoption or placement of a foster child.
  - The parental leave may be taken during the semester in which a child is born, adopted, or is placed as a foster child, across a portion of two semesters, or during any subsequent semester that begins no later than the twelve month time period
- The leave period is expected to be continuous, unless other arrangements are agreed to.

### **Process of Obtaining Leave**

- Faculty members should notify their supervisor or Dean's Office and Employee Relations, and consult to schedule the paid parental leave so as to attempt to meet the leave period request of the faculty member and the needs of the School or department, whenever possible.

- Complete the leave request form from Employee Relations and submit the completed leave form at least thirty days in advance of the requested leave, when practicable.
- The faculty member is to communicate any changes in the leave terms to Employee Relations and/or the supervisor/Dean's Office immediately upon learning of them. The supervisor/Dean's Office will notify the Employee Relations Office of these changes.

**Salary and Benefits Provided During the Leave** – The primary and secondary caregivers shall be entitled to 100% of his or her salary and benefits during the length of the leave.

#### **Leave in Relation to Tenure and Evaluations**

- Being on leave shall not adversely impact any faculty evaluation.
- The faculty member may seek a pre-tenure extension during the leave period, as provided for in the Faculty Handbook provisions on pre-tenure extensions.

#### **Returning to Work**

- Employee Relations and/or the supervisor/Dean's Office will confirm the return to work date.
- Upon the faculty member's return to work, the supervisor/Dean's Office is to complete the appropriate portion of the leave form (Return to Work section) to be turned in to the Employee Relations Office.
- If the faculty member fails to return to work on the agreed upon date, the supervisor/Dean's Office is to notify the Employee Relations Office.
- The supervisor/Dean's Office is responsible for holding the position, or an equivalent position, of an eligible faculty member on approved leave, subject to the FMLA's provisions on return to work.

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#### **Cornell University** – Cornell Academic Parental Leave

Date Accessed: 11/19/2013

Official Policy: [http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6\\_2\\_1.pdf](http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6_2_1.pdf)

Faculty Handbook: <http://theuniversityfaculty.cornell.edu/handbook/Chapter3.pdf>

Parental Leave Procedures: [https://www.hr.cornell.edu/benefits/medical\\_leaves/parental\\_leave\\_procedures.pdf](https://www.hr.cornell.edu/benefits/medical_leaves/parental_leave_procedures.pdf)

**Definition of the Leave** – One semester of partial relief with full salary for the primary or co-equal care-giving parent in an eligible Cornell academic appointment.

#### **Eligibility**

- Birth mothers and mothers of adoptive children, as well as fathers or same-sex partners, and foster parents.
- Employees must have worked at least twelve months for the university and at least 1,000 hours of paid time in the 12-month period immediately prior to the planned commencement of leave.
- Persons employed entirely in nonacademic titles, even if they work in an academic unit or in support of an academic program, are not eligible under this policy.
- Parents of a newborn or an adopted or foster child under five years old during child's first year in the household.
- Departments will determine the eligibility of the staff member requesting the leave.

**Length of Leave** – Up to 16 weeks of Parental Leave in a 12-month period

### **Requirements to Receive Leave**

- A formal letter requesting leave is required. The letter should specify dates and the kind of leave requested.
- Staff members may have to show evidence of the birth/adoption/foster care event.
- Before a leave is approved, it is important to clarify programmatic and appointment matters surrounding the leave, such as appointment renewal (and review) if needed to accommodate return from leave; academic expectations attached to the leave; obligations under grants and contracts; timing of promotion or tenure review; compensating shift in workload and teaching replacements; duties that continue, such as advising or committee service; potential conflicts of interest in the leave plans (disclose and resolve per the Conflicts policy); eligibility to participate in salary improvement programs; standards for performance review

### **Process of Obtaining Leave**

- Typically, the academic consults the unit's administrative office regarding eligibility and discusses the leave request with the department chair or other academic manager before making a formal request.
  - When possible, discussions and formal request should occur sufficiently ahead of time to accommodate the needs of the academic program
- The formal request for leave should be submitted to the department chair or other academic manager, with a copy to the local administrative office.
- At the appropriate time, departments should prepare an HR Online transaction to change the academic's job status
- Departments will be responsible for calculating and applying supplemental leave from accruals during the leave according to the policy.

### **Salary and Benefits Provided During the Leave**

- Employees who are birth parents or adoptive parents will receive up to four consecutive weeks of half pay.
  - Employees can supplement the unpaid of half-pay portion of the leave with up to 10 sick days.
- There is no salary replacement for foster parents, except through the use of vacation accruals and personal and health care days from sick leave accruals.
- One staff member/parent in an adoptive family will receive an additional two weeks of half pay to assist in the adoption process
- If taken, the remaining 12 weeks are unpaid, but you can use vacation accruals to continue income.
- You can continue benefit programs while on leave but the programs you can continue depend on whether or not you receive a paycheck during the leave from the leave program or by supplementing with accruals.
- While on paid parental leave, you will receive holiday pay and not be required to use sick or vacation time on that day, but if you are on unpaid paternal leave you are not eligible for university holiday pay
- You do not accrue vacation and sick days while on unpaid leave; while on paid leave accruals stop on the first day of the month follow the 20<sup>th</sup> consecutive calendar day of paid leave (including holidays and weekends)

### **Leave in Relation to Tenure and Evaluations**

- For primary or co-equal care-giving parent tenure-track faculty members, the university, on request, will provide automatic extension of the tenure clock for up to two semesters

- In situations beyond those of primary care-giving parent where parenting duties interfere substantially with progress in the academic program, tenure-clock extensions may be requested through the department chair for approval by the dean and the provost.
- Those participating in the tenure review process are directed not to allow the professor's use of Cornell academic parental leave or family-related tenure-clock extensions to be a negative element or to have a negative influence in the evaluation of any candidate for tenure.

### **Returning to Work**

- No medical clearance to return to work will be required.
  - Departments will hold positions for leave participants; however, the position may not be held if the total amount of time away from work exceeds 26 weeks in the prior 52-week period.
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### **Lehigh University**

Date Accessed: 11/20/2013

Faculty Benefits Guide [http://www.lehigh.edu/~inhro/documents/FAC\\_BeneGuide2013.pdf](http://www.lehigh.edu/~inhro/documents/FAC_BeneGuide2013.pdf) and <http://www.lehigh.edu/~inprv/faculty/parenthood.html>

Family and Medical Leave, and short-term disability for pregnancy-related conditions.

### **Definition of the Leave**

- 12 weeks of paid leave during any 12-month period to allow you to:
  - Care for your child within 12 months following birth, or placement for adoption or foster care
  - Care for your spouse/partner, child or parent who has a serious health condition, or
  - Care for your own serious health condition ; or
  - Handle a qualifying exigency related to your spouse or domestic partner, child, or own parent being on active military duty or being notified of an impending call or order to active duty in the Armed Forces, including a member of the National Guard or Reserves, in support of a contingency operation.
- 26 weeks of leave during any 12-month period to allow you to care for your spouse or domestic partner, child, own parent, or next of kin (i.e., nearest blood relative) who is a covered servicemember
- If you are taking FML due to pregnancy, it runs concurrently with short-term disability plan benefits.
- Intermittent Leave (Modified Duties)
  - A faculty member may take the FML on an intermittent basis. This arrangement releases the faculty member from teaching and service responsibilities during one semester, but allows the faculty member to remain research active and to supervise graduate students on campus several days per week.

**Eligibility** – not specified

**Length of Leave** – 12 weeks during any 12-month period

**Requirements to Receive Leave** – not specified/accessible as the full policy requires a Lehigh login to view

### **Process of Obtaining Leave**

- Submit the Human Resources FML Request Form and other required certification to Human Resources

- Submit the Provost's Office FML Accommodation Form to his or her Department Chair, who will forward the form to the College Dean.

### **Salary and Benefits Provided During the Leave**

- Full salary is paid for the duration of the leave.
- Your eligibility and coverage under the Flexible Benefits Plan continue during the period of an approved FML.
  - Your payments toward the cost of all benefits are the same as those paid if you were at work.
  - Your eligibility for other benefits during the leave is based on the terms and conditions of those benefits.
  - Leave eligibility will be prorated if you are scheduled to work less than full time.

### **Leave in Relation to Tenure and Evaluations**

- An untenured faculty member (assistant, associate, or full professor) who becomes the parent of a child by birth or adoption will automatically receive a one-year extension of his/her appointment by the Provost.
- The faculty member's service will be extended by one year for each child, by birth or adoption, with a limit of two one-year extensions of the probationary period.
- These provisions will also apply to an untenured faculty member who, at the start of his or her tenure-track position, has a child or children under six years old; in this case, the first appointment may be extended by no more than one year. If the newly hired faculty member has more than one child under age six years when hired, the second extension may be taken during the second or third appointment.
- Tenure candidates who receive extensions will be evaluated with the same academic standards as candidates who do not receive extensions.
- The maximum length of the probationary period with all extensions is eight years.

**Returning to Work** – not specified/accessible as the full policy requires a Lehigh login to view

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### **Northeastern University**

Date Accessed: 11/20/2013

Leave of Absence Policies: <http://www.northeastern.edu/hrm/pdfs/benefits/LeavesofAbsenceFullPolicy.pdf>

Northeastern has a Maternity/Adoption Leave program as well as a general Family Leave program.

### Maternity/Adoption Leave

#### **Definition of the Leave**

- Maternity/adoption leave is to allow an employee a reasonable period of time for medical care and treatment preceding and following childbirth. Maternity/ Adoption Leave also encompasses the adoption of a child under age 18, or under age 23 if the child is mentally or physically disabled.

**Eligibility** – Benefits eligible female employees who have completed six consecutive months of employment.

**Length of Leave** – Up to three months

**Requirements to Receive Leave** – See process of obtaining leave

### **Process of Obtaining Leave**

- During the fifth month of pregnancy or earlier, you should contact HRM Benefits and schedule a meeting to review the maternity/adoption leave policy and your options for benefit coverage and compensation. You must also complete both a Leave of Absence form and an Interim Disability Form.
- Faculty members who will use a non-teaching quarter instead of maternity leave must also meet with HRM Benefits to assure continuation of benefits, and to assure that you provide the necessary medical information that will allow you to return to work.

### **Salary and Benefits Provided During the Leave**

- Maternity leave is unpaid, but you may combine sick time, vacation, disability leave, and family leave for income.
  - Sick leave may be used during the time that your doctor medically disables you from performing your job and before you are eligible to receive benefits under Interim Disability.
    - For a normal pregnancy, you will be allowed up to two weeks prior to the birth and six weeks following the birth as your period of disability.
    - If you have a cesarean section birth, you will be allowed eight weeks following the birth.
    - If you do not need to use the two weeks you are allowed for medical disability prior to the birth, those two weeks cannot be added to your medical disability time after the birth.
  - Once you have been medically disabled for 30 days, and you have exhausted your sick leave, you are eligible for Interim Disability for the period you are medically unable to work. Interim Disability pays 60% of the base salary you had at the start of your disability.
- While you are in a paid status during maternity/adoption leave, deductions for your health, dental and retirement plan will be deducted from your paycheck.
- If you go to an unpaid status:
  - You may continue to participate in the health and dental plans, provided you make arrangements in advance with HRM Benefits and pay your portion of the premium.
  - Your life insurance and long term disability insurance remain in effect.
  - Travel Accident, Workers' Compensation, Sick Leave Accrual and Vacation Accrual all cease once your unpaid status exceeds 30 days.
  - The Tuition Waiver program will be limited to covered dependents during an unpaid leave in excess of 30 days.

### **Leave in Relation to Tenure and Evaluations** – not specified

**Returning to Work** – Upon completion of your maternity/adoption leave, and the receipt from your physician stating you are medically able to resume your regular duties, you will be reinstated into your former assignment or to a reasonably equivalent assignment.

### Family Leave

#### **Definition of the Leave**

- Family Leave is based on the Family and Medical Leave Act provides that some employees are eligible to take up to a maximum of 12 weeks of unpaid absence for the following reasons, provided proper medical/legal documentation is provided to HRM/Benefits.

- Birth or adoption (or foster care placement) of a child; care of a child, spouse or parent of a faculty/staff member who has a serious health condition; the faculty/staff member's own serious health condition.

**Eligibility** – All employees, who have been employed for a minimum of twelve months and worked a minimum of 1,250 hours in the last twelve months, are eligible to take leave as long as it does not exceed 12 weeks in any 12-month period.

**Length of Leave** - a maximum of 12 weeks of leave to be taken in any 12 month rolling period

**Requirements to Receive Leave** – see process of obtaining leave

### **Process of Obtaining Leave**

- You are asked to give early notification of leave when it is foreseeable and make a reasonable effort to accommodate the University's needs, if possible, when scheduling a leave.
- You will need to request the leave through your supervisor and complete a Leave of Absence Application with HRM Benefits.
- Depending upon the type of leave being requested, you may be required to provide medical documentation in order for the leave to be approved.

### **Salary and Benefits Provided During the Leave**

- Leave is unpaid, but staff members may choose to have a portion of their leave paid by taking earned vacation time. All vacation time used during this time is included in the 12 weeks of leave.
- Whenever a leave exceeds 30 days, you may continue participation in all benefit plans except Travel Accident, Workers' Compensation, Sick Time Accrual and Vacation Time Accrual.
- While you are on leave you must continue paying your portion of the medical and dental premiums. Arrangements to make these payments can be done when you apply for the leave and meet with HRM Benefits.
- The Tuition Waiver Program is limited to your covered dependents during any unpaid absence that exceeds 30 days.

**Leave in Relation to Tenure and Evaluations** – not specified

**Returning to Work** – If you are returning from a leave covered under Family Leave, you will return to your same or reasonably-equivalent position, provided you return no later than at the end of the 12 week maximum.

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### **Purdue University**

Date Accessed: 11/21/2013

Human Resources Paid Parental Leave Policy: <http://www.purdue.edu/policies/human-resources/vie3.html>

Purdue University has Paid Parental Leave that runs in concurrence with FMLA

### **Definition of the Leave**

- A period of paid leave of absence for the purpose of recovery from the birth of a child; and/or, to bond with a newborn or a newly-adopted child under the age of 18. It can be taken continuously, intermittently, or as a reduced weekly schedule.

- Paid Parental Leave may be used in conjunction with a variety of paid and unpaid leaves such as sick leave, vacation leave, personal business days (for faculty and administrative and professional), personal holiday (for clerical and service), and short-term disability.

### **Eligibility**

- An employee who has been employed by Purdue University for at least one continuous year (12 months) half-time or more in a benefits-eligible faculty or staff position, a graduate student employee position, or a benefits-eligible post-doctoral position.
- For the purposes of the policy, a parent is defined as a male or female faculty or staff member, graduate student employee, or post-doc who is a birth mother; a father of the birth child; a same-sex domestic partner of the birth mother; a same-sex domestic partner of the birth father; an adoptive mother or father; a same-sex domestic partner of an adoptive mother or father.

### **Length of Leave**

- An Eligible Employee who is the birth mother may receive up to 240 hours (6 weeks) of Paid Parental Leave for recovery from childbirth and to bond with the newborn child.
- All other Eligible Employees who become Parents of a newborn or newly adopted child may receive up to 120 hours (3 weeks) of Paid Parental Leave to bond with the child.
- If both Parents are Eligible Employees, the Parents may elect to combine the total of their Paid Parental Leave and allocate the total between them, provided that the maximum any Eligible Employee may receive is 240 hours, providing neither Parent utilize more than 240 hours of the total.

### **Requirements to Receive Leave**

- An Eligible Employee will be required to furnish appropriate medical documentation for the birth of a child. If the Eligible Employee is eligible for FMLA leave, the medical certification requirements will govern.
- An Eligible Employee will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

### **Process of Obtaining Leave**

- An Eligible Employee shall, initially, verbally notify his or her supervisor of the need for Paid Parental Leave and the timing and duration of the Paid Parental Leave.
  - If the need for Paid Parental Leave is foreseeable, an Eligible Employee must give his or her supervisor at least 30 calendar days advance notice of the need for leave, if practicable.
  - If the need for Paid Parental Leave is not foreseeable, an Eligible Employee or his or her representative must give notice of the need for leave to the Eligible Employee's supervisor as soon as practicable.
- An Eligible Employee shall follow up the verbal request for Paid Parental Leave in writing on an appropriate University leave request form.
  - If the Eligible Employee is eligible for FMLA leave, the FMLA notice requirements will govern.
  - If the Eligible Employee is not eligible for FMLA leave, the Eligible Employee shall request Paid Parental Leave on HRS Form 33ABSENCE, Request for Absence from Campus.
  - If the Eligible Employee is requesting intermittent or reduced schedule Paid Parental Leave, the Eligible Employee's supervisor must approve the request.

### **Salary and Benefits Provided During the Leave**

- For the amount of time outlined in the policy, the Eligible Employee receives 100 percent of their regular pay
- If an official University holiday occurs during the leave, the Eligible Employee will receive holiday pay in lieu of a paid parental day.
- Group health insurance benefits will continue as normal during the Paid Parental Leave.

**Leave in Relation to Tenure and Evaluations** – Paid Parental Leave is a benefit of employment and its use will not be considered as a negative factor in employment actions, such as hiring, promotions, and disciplinary actions, or under attendance policies.

### **Returning to Work**

- If Paid Parental Leave is due to the birth of a child, the birth mother must obtain a return-to-work statement from her health care provider and present it to her supervisor or Human Resource Services upon returning to work.
  - The statement must specify whether the Eligible Employee is able to work and any physical or other restrictions on the Eligible Employee's ability to work.
  - Reinstatement may be delayed until the Eligible Employee submits the statement.
- Eligible Employee will be reinstated to the same position he or she held when Paid Parental Leave began or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, provided the Eligible Employee can perform the essential functions of the position.
- The University's obligation to restore the Eligible Employee to the same or an equivalent position ceases if and when: 1) the employment relationship would have terminated if the Eligible Employee had not taken Paid Parental Leave; 2) the Eligible Employee informs the University of his or her intent not to return to work at the expiration of the Paid Parental Leave; or 3) the Eligible Employee fails to return to work at the expiration of the Paid Parental Leave.

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### **Rensselaer**

Date Accessed: 11/22/2013

<http://www.rpi.edu/dept/provost/facultyhandbook1-06.pdf>

[http://www.rpi.edu/dept/grad/docs/Childbirth\\_Family\\_Parental\\_Leave.pdf](http://www.rpi.edu/dept/grad/docs/Childbirth_Family_Parental_Leave.pdf)

### **Definition of the Leave**

- Leave to give birth to a child, to adopt a child or to care for a newborn or newly adopted child.
- Eligible faculty will be granted relief from teaching duties for parental leave for one semester with full pay, and they may elect to take an additional semester of teaching relief at half pay for parental leave.
- Faculty members granted relief from teaching duties under this Policy, except as entitled under the Family and Medical Leave Act (FMLA), will continue to be responsible for normal non-teaching duties such as research commitments, professional development, advising and committee assignments.

**Eligibility** – Tenure Faculty members, where Tenure Faculty are tenure-track faculty and faculty who have tenure.

**Length of Leave** – One semester, though faculty may take an additional semester of teaching relief.

### **Requirements to Receive Leave**

- As possible, parental leave at half or full pay must coincide with the beginning or end of a semester. If parental leave starts after the beginning of an academic semester, it will be counted as a leave for one full semester.
- Written medical documentation or a certificate of adoption must be provided by the Faculty member to the Division of Human Resources.
- All parental leaves of absence under this Policy must be taken and completed within twelve months of the date of birth or adoption.

### **Process of Obtaining Leave**

- When the need for a parental leave is foreseeable, a Tenure Faculty member must submit a written notice to the Department Chair (the Dean in a school without departments), with a copy to the Provost, at least 30 days prior, to the beginning of the semester during which the leave is to be taken.
- In the event it is not possible to provide 30 days advance notice, a Faculty member must submit his or her written notice as early as possible, but in no event less than two business days before the leave is to commence.

**Salary and Benefits Provided During the Leave** – Faculty receive full pay for the first semester, and half pay if they take an additional semester of teaching relief. Benefits information was not specified.

### **Leave in Relation to Tenure and Evaluations**

- With the written approval of the Provost and the Dean obtained in advance of the leave, eligible Faculty members have the option of stopping the tenure clock for up to one year during a parental leave.

**Returning to Work** – Not specified online.

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### **University of Buffalo, SUNY**

Date Accessed: 11/25/2013

There is no evidence of SUNY Buffalo providing a leave program outside of the federally mandated FMLA. In regards to childbirth and child care, they do state that sick and other disability benefits can be available prior to the anticipated due date of one's baby and that these benefits will continue for a period of time past the actual delivery date.

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### **Syracuse University**

Date Accessed: 11/25/2013, Faculty Parental Leave: [http://supolicies.syr.edu/fac\\_teach/leave\\_parental.htm](http://supolicies.syr.edu/fac_teach/leave_parental.htm)

Syracuse has Parental Leave and Maternity Leave policies.

### **Definition of the Leave**

- *Parental Leave*: a parental leave without a reduction of salary, and consists of either a reduction of work load in a semester by 50%, including up to one course relief, or up to one half of a semester without formal duties.
- *Maternity Leave*: A period of medical disability between six and eight weeks in duration, which follows the University's disability policy.
- *Combination of parental and maternity leave*

## Eligibility

- *Parental Leave*: full-time tenured or tenure-track faculty members who become a parent (through childbirth or adoption of a child younger than 7 years of age), and who will be the person most responsible for the child's care.
  - If both parents are tenure or tenure-track faculty members, they may receive parental leave during different semesters.
- *Maternity Leave*: Women who receive a declaration of medical disability from a doctor or midwife due to childbirth.
- *Combination*: A woman who, due to childbirth, receives a declaration of medical disability from her doctor or midwife which extends at least 4 weeks into the semester.

## Length of Leave

- *Parental Leave*: One semester.
- *Maternity Leave*: Generally six to eight weeks, notwithstanding extenuating circumstances.
- *Combination*: full semester release.

## Requirements to Receive Leave

- *Parental Leave*: must begin within 12 months of the birth or adoption.
- *Maternity Leave*: documentation from a doctor or midwife attesting to the birth and disability status.

## Process of Obtaining Leave

- *Parental Leave*:
  - The faculty member completes a Faculty Parental Leave form and submits it to the department chair or the dean. The request should be made 5 months in advance of the expected birth or adoption date. (If this is not possible, the faculty member should notify the chair or dean as soon as s/he becomes aware of the arrival date.)
  - The faculty member and the chair or dean meet to review the completed document and decide upon a mutually agreeable timeframe for the leave. The dean and chair sign the Faculty Parental Leave form, certifying the faculty member's primary caregiver status and agreeing to the terms of the leave.
  - The dean forwards the completed form to the Vice Chancellor's Office for processing.
- *Maternity Leave*:
  - The faculty member notifies her department chair or dean and Human Resources in writing five months in advance of the expected birth date, (or as soon as she becomes aware of the expected birth date.)
  - The faculty member must submit a doctor or midwife's note indicating the approximate dates of disability to Human Resources.
- *Combination*:
  - The faculty member notifies her department chair or dean and Human Resources in writing five months in advance of the expected birth date (or within five weeks of the date the faculty member is made aware of the expected birth date).
  - The faculty member must include a doctor or midwife's note indicating the approximate dates of disability, and complete the Faculty Parental Leave form, obtaining the dean and department chair's signature certifying her primary caregiver status and agreeing to the terms of the leave.
  - The dean then forwards the completed form to the Vice Chancellor's Office for processing.

### **Salary and Benefits Provided During the Leave**

- *Parental Leave*: full salary, benefits not specified.
- *Maternity Leave*: following the university's disability policy, the first 16 weeks of disability are full salary. Benefits are not specified.
- *Combination*: a full semester's release from teaching duties at full pay. Benefits not specified.

### **Leave in Relation to Tenure and Evaluations**

- Tenure track faculty who are eligible for parental leave or maternity leave are eligible for a one year extension.
- This privilege may not be exercised more than twice for becoming a parent (multiple births or adoptions are considered a single occasion of becoming a parent). Faculty members exercising their right to Family and Medical Leave may exceed this limitation.
- The faculty member must request the extension within the first 6 months of birth or adoption.
- Once the sixth credited year towards tenure has begun, extension of the tenure probation period is not permitted.

**Returning to Work** – not specified.

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### **Virginia Polytechnic Institute and State University**

Date Accessed: 11/25/2013

In addition to the federally mandated FMLA, Virginia Tech also offers Faculty Family Leave.

<http://www.hr.vt.edu/benefits/leave/manual/chptr15/>, <http://www.hr.vt.edu/supervisorscorner/fmla/>, and [http://m.provost.vt.edu/faculty\\_affairs/faculty\\_work\\_life\\_policies.html](http://m.provost.vt.edu/faculty_affairs/faculty_work_life_policies.html)

**Definition of the Leave** – Up to ten days of paid family leave may be used by parents at the birth of a child or at the time of adoption.

**Eligibility** – Faculty on regular, salaried (non-restricted) appointments.

**Length of Leave** – Up to ten days of paid family leave.

**Requirements to Receive Leave** – see process of obtaining leave.

### **Process of Obtaining Leave**

- An employee should request to use their family leave according to department guidelines, providing as much notice as possible.
- Use of such leave must be recorded through the regular leave reporting system.
- Total usage is monitored by the department to assure that no more than 10 days are taken.

**Salary and Benefits Provided During the Leave** – full salary is paid, benefits is not specified.

- For FMLA, the university specifies:
  - Classified Staff and University Staff employees can use up to 33% of their sick leave balance available at the beginning of the FMLA leave. Faculty enrolled in the VSDP may use 33% of their sick leave. Regular salaried non-restricted faculty can use family sick leave balances for the first 10 days of FMLA leave.

- Employees have the option to use applicable leave balances (annual, sick, comp or family personal) during FMLA leave, which would run concurrently with FMLA leave.

### **Leave in Relation to Tenure and Evaluations**

- A one-year probationary period extension shall be automatically granted to either parent (or both, if both parents are tenure-track or continued appointment-track faculty members) in recognition of the demands of caring for a newborn child or a child under five and newly placed for adoption or foster care. The request should be made within a year of the child's arrival in the family.

**Returning to Work** – not specified.

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### **Michigan State University**

Date Accessed: 11/25/2013, <http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/parentalLeave.htm> and <http://www.hr.msu.edu/documents/facacadpolproc/facLeaveFAQ.htm>

Michigan State offers Parental Leave for faculty and academic staff in concurrence with FMLA and short-term disability.

### **Definition of the Leave**

- *Parental Leave*: Paid parental leave in connection with the birth of a child, or adoption a child younger than age six and/or not attending school full-time.
  - Leave for purposes relating to ongoing child care is not to be confused with parental leave or medical leave of absence relating to pregnancy and child birth.
- *Short Term Disability*: Paid leave for disability related to pregnancy, childbirth and/or recovery for six (6) weeks beginning with the projected delivery date, based on medical certification indicating the projected delivery date.

### **Eligibility**

- *Parental Leave*: Faculty and academic staff who are appointed on at least a 50% basis for nine months or more.
- *Short Term Disability*: Faculty and academic staff members who are appointed on a full time basis.

### **Length of Leave**

- *Parental Leave*: Up to six weeks of paid parental leave. If both parents are MSU eligible employees, then the combined length of leave between the two parents cannot exceed 6 weeks.
  - Intermittent Parental leave is available and must be mutually agreed upon by the employee and the respective unit administrator.
- *Short Term Disability*: Short term disability leave related to pregnancy, childbirth and/or recovery is typically for 6 weeks, but may be longer with proper medical certification.

### **Requirements to Receive Leave**

- Requests for parental leave must be accompanied by evidence of adoption or by a health care provider's medical certification that provides the projected delivery date. The leave must be taken within one year of the birth or adoption.

- Requests for short term disability must be accompanied by medical certification that the woman is unable to work due to a disability related to pregnancy, childbirth and/or recovery.

### **Process of Obtaining Leave**

- Faculty and academic staff are expected to make leave arrangements with the academic unit administrator as far in advance as possible.
- If both you and the child's other parent will be sharing MSU Parental leave you must inform the unit administrator of the length of Parental leave the other parent will be taking.
- The timing of parental leave can be arranged to provide some variation in scheduling the leave of absence period before and/or after the projected delivery/adoption date in recognition of constraints associated with academic responsibilities.
- Faculty and academic staff are encouraged to schedule leave periods with input from the academic unit administrator regarding the needs of the individual unit.

### **Salary and Benefits Provided During the Leave**

- *Parental Leave*: Full salary is paid for the length of the leave, benefits are not specified.
- *Short Term Disability*: Full salary is paid for the length of the leave, benefits are not specified.

### **Leave in Relation to Tenure and Evaluations**

- The probationary appointment is extended automatically upon request from a faculty/academic staff member for reasons related to the birth or adoption of a child.
- Automatic extensions for birth or adoption of a child are limited to two separate one-year extensions.
- The request for an automatic one-year extension related to the birth or adoption of a child must be submitted within two years of the birth/adoption but no later than the due date for submission to the department/school of the dossier for the next reappointment/promotion/tenure review.

**Returning to Work** – not specified.

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### **North Dakota State University**

Date Accessed: 11/25/2013, <http://www.ndsu.edu/fileadmin/policy/320.pdf>

North Dakota State University has a childbearing leave policy and a modified duties policy.

### **Definition of the Leave**

- *Childbearing Leave*: temporary leave from all duties without reduction in pay during the time the faculty member is temporarily disabled because of pregnancy and childbirth.
- *Modified Duties*: a change to duties and goals without reduction of salary for a limited period of time. A person taking “modified duties” will still be at a 100% workload and 100% salary; however the nature of the responsibilities for this time period will be adjusted

### **Eligibility**

- *Childbearing Leave*: Academic appointees (tenured and tenure-track faculty, professors of practice, and senior lecturers) with less than twelve-month appointments who give birth.
- *Modified Duties*: An academic appointee (tenured and tenure-track faculty, professors of practice, and senior lecturers) who 1) becomes a parent through childbirth, adoption, or foster placement of a child.

### **Length of Leave**

- *Childbearing Leave*: Six weeks, starting the day of the delivery. Individual circumstances with medical documentation from the doctor of midwife can extend this period, pending approval from the Provost.
- *Modified Duties*: up to the equivalent of a semester (e.g., release from or reassignment of teaching courses, committee assignments, advising, or alteration of research duties). When a period of modified duties immediately follows childbearing leave, the modified duties may be extended to the end of a semester to accommodate teaching schedules as necessary.

### **Requirements to Receive Leave**

- *Childbearing Leave*: not specified.
- *Modified Duties*:
  - Modified duties must conclude within 12 months of a birth or adoption.
  - Faculty members who use the modification of duties and goals must still submit an annual report when it is due in their department.
  - The time period in which duties are modified, as well as the specific modifications in place, and the agreed upon goals and a statement about how those goals are to be accomplished must be included in the report, but the report must not disclose confidential medical information.

### **Process of Obtaining Leave**

- *Childbearing Leave*: not specified.
- *Modified Duties*:
  - Modified duties, goals, and duration will be negotiated by the individual requesting modified duties with the department chair/head and approved by the dean.
  - If agreement cannot be reached between the faculty member, the department chair/head, and the dean, the negotiation will advance to the Provost.

### **Salary and Benefits Provided During the Leave**

- *Childbearing Leave*: full salary for the first six weeks, benefits not specified.
- *Modified Duties*: Full salary as it is considered 100% workload, not specified.

### **Leave in Relation to Tenure and Evaluations**

- *Childbearing Leave*: not specified.
- *Modified Duties*:
  - A period of modified duties does not require that the individual extend the tenure probationary period.

- Acceptance of modified duties does not change the candidate's responsibility for meeting the department's PTE standards by the end of the probationary period.

### **Returning to Work**

- *Childbearing Leave*: not specified.
  - *Modified Duties*: not specified.
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### **University of Wisconsin, Madison**

Date Access: 11/27/2013, <http://www.ohr.wisc.edu/polproced/fambroch.pdf>

UWM does not have a parental leave policy beyond FMLA legal requirements. They do specify that one can use sick days and vacation days to supplement income while on leave. Sick leave is described below, and vacation leave can be taken under the same circumstances and qualifications.

**Definition of the Leave** – utilizing sick leave after the birth of adoption of a child. Leave may be taken on an intermittent or part-time basis so long as it does not create an undue hardship on the University.

**Eligibility** – A faculty member who has given birth and/or the condition of a child or spouse/partner requires the faculty member's direct care.

**Length of Leave** – Up to six weeks of sick leave; the leave can be extended for the birth mother if medically necessary.

### **Requirements to Receive Leave**

- Family leave (eligible employees who aren't the birth mother) must start within 16 weeks of the birth or adoption.
- If used intermittently, the last segment of leave must begin within 16 weeks of birth or placement (this applies to all parents).

**Process of Obtaining Leave** – not specified.

**Salary and Benefits Provided During the Leave** – not specified.

### **Leave in Relation to Tenure and Evaluations**

- In addition to stopping the tenure clock during leaves of absence, Faculty Policies and Procedures 7.04(H)(1) provides that the maximum faculty probationary period can be extended for either one semester or one year for each child birth or adoption - even if leave without pay is not taken.
- Approval to stop the tenure clock for birth or adoption is presumed.
- When a request to stop the tenure clock is approved, the faculty member's employment contract will be extended by the same period.

**Returning to Work** – not specified.

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### **Carnegie Mellon University**

Date Accessed: 11/27/2013

Carnegie has a Parental Leave of Absence Policy and a Family Leave Policy.

Parental Leave Policy: <http://www.cmu.edu/policies/documents/FacParLeave.htm>

Family Leave Policy: <http://www.cmu.edu/policies/documents/FacLeaves.html>

### **Definition of the Leave**

- *Parental Leave*: One semester paid leave of absence. Teaching or other duties that would otherwise be carried out during the period of leave may not be shifted to other semesters against the wishes of the person taking such paid leave.
- *Family Leave*: “Full leave” – no teaching, research, or administrative duties, and “partial leave” – reduced workload.

### **Eligibility**

- *Parental Leave*: A regular faculty member (tenure-track, lecture-track, librarian and archivist-track and research-scientist/engineer/scholar-track) who is the parent of a newborn child, or who has adopted a child of pre-school age, and who is the primary care giver of the child.
- *Family Leave*: A faculty member who during the period of the leave is the primary care-giver for a child or other dependent. The definition of "primary care-giver" will vary across family situations but the individual must have exclusive care responsibility for a dependent for a significant fraction of the day during the regular work week.

### **Length of Leave**

- *Parental Leave*: one semester.
- *Family Leave*: Up to one year, generally either one semester or one year.

### **Requirements to Receive Leave**

- *Parental Leave*: Except in exceptional circumstances, the leave should occur within the first 12 months of the birth or adoptive placement of a child. In some instances, some part of the leave may occur before the birth of the child, but generally the bulk of the leave will be taken after the birth of the child.
- *Family Leave*:

### **Process of Obtaining Leave**

- *Parental Leave*: not specified.
- *Family Leave*: Faculty members should apply for family leave as early as possible, generally at least one semester in advance. In some cases the need for family leave cannot be anticipated. In these cases, all parties should make a good-faith effort to resolve the situation to the parties' mutual satisfaction.

### **Salary and Benefits Provided During the Leave**

- *Parental Leave*: The CMU Benefits Pool will cover the salary and benefits of the faculty member during this paid leave of absence.
- *Family Leave*: No salary when on full leave, comparable salary reduction when on partial leave. Faculty on full or partial family leave should schedule an appointment with the Benefits Office to discuss the nature of benefits available during the leave.

### **Leave in Relation to Tenure and Evaluations**

- *Parental Leave:* Tenure-track faculty members without tenure who take a one-semester paid parental leave, may exclude one year from current service for the purpose of determining the tenure decision deadline. Reappointment and promotion clocks may similarly be delayed by one year for all regular faculty taking one semester of paid parental leave.
- *Family Leave:* Whether or not leave is taken, faculty are entitled to have the corresponding period fully or partially excluded, from current service for the purpose of determining the tenure decision deadline, subject to the constraint that the aggregate exclusion for such family reasons may not exceed two years. Extension must be requested by the faculty member no later than the date on which the eligibility for family leave ends.

### **Returning to Work**

- *Parental Leave:* not specified.
  - *Family Leave:* not specified.
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### **Clarkson University**

Date Accessed: 11/27/2013

There is no evidence of Clarkson having any maternity leave policy beyond what is federally required by FMLA.

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### **Drexel University**

Date Accessed: 11/27/2013

There is no evidence of Drexel having any maternity leave policy beyond what is federally required by FMLA.

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### **Gallaudet University**

Date Accessed: 11/27/2013

Parental Leave Policy: [https://www.gallaudet.edu/af/section\\_4\\_human\\_resources\\_-\\_staff\\_and\\_clerc\\_center\\_teachers/414\\_parental\\_leave.html?print\\_ao](https://www.gallaudet.edu/af/section_4_human_resources_-_staff_and_clerc_center_teachers/414_parental_leave.html?print_ao)

Gallaudet has a Parental Leave policy that runs concurrently with sick leave and FMLA.

**Definition of the Leave** – Employee time off to care for and bond with a new child(ren) for up to a total of three weeks following the birth or adoption of a child(ren).

**Eligibility** – Regular status and extended temporary staff and Clerc Center teachers who are the mother, legally acknowledged father/registered domestic partner, or the legal adoptive parents.

**Length of Leave** – up to three weeks.

**Requirements to Receive Leave** – the leave must be taken within 12 months after the birth or adoption of the child.

**Process of Obtaining Leave** – Leave time should be requested and scheduled with the immediate supervisor.

**Salary and Benefits Provided During the Leave** – Full salary, benefits not specified.

**Leave in Relation to Tenure and Evaluations** – not specified.

**Returning to Work** – not specified.

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**Illinois Institute of Technology**

Date Accessed: 11/27/2013

There is no information available online regarding maternity leave policy (not even references to FMLA).

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**Kettering University**

Date Accessed: 12/9/2013, [https://kettering.edu/sites/default/files/resource-file-download/Employee%20Handbook\\_0.pdf](https://kettering.edu/sites/default/files/resource-file-download/Employee%20Handbook_0.pdf)

There is no evidence of Kettering having any maternity leave policy beyond what is federally required by FMLA.

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**Massachusetts Institute of Technology**

Date Accessed: 12/10/2013, <http://web.mit.edu/policies/7/7.5.html>

In addition to FMLA, MIT has a Parental Leave of Absence without Pay Policy.

**Definition of the Leave** – leave of absence up to 12 weeks without pay.

**Eligibility** – regular full-time and part-time persons, regardless of gender, who work at least 50% of a normal work week and who have completed their probationary periods at the time of the birth or adoption of a child or placement with the employee of a child for foster care.

**Length of Leave** – up to 12 weeks, though extensions can be obtained pending further approval on an individual basis.

**Requirements to Receive Leave** – not specified.

**Process of Obtaining Leave** – give reasonable notice (at least two weeks) and indicate intention to return to work to the department or laboratory following the leave period by completing a leave of absence form with the proper authorizations.

**Salary and Benefits Provided During the Leave**

- Salary is not provided during the leave.
  - An individual may elect to use earned vacation or personal leave balances in lieu of leave without pay within the total approved leave period.
- Most Institute benefits may be continued provided arrangements are made in advance for payment of the normal benefit deductions.
- Health insurance benefits must be kept in force during the period or specifically waived in writing.
- Contributions to the MIT Retirement Plan and tax-deferred annuity plans are not allowed during periods of leave without pay.

**Leave in Relation to Tenure and Evaluations** – For the purpose of computing years of service for tenure decisions, personal and parental leaves shall not be included.

## **Returning to Work**

- An individual's job or a job of equivalent classification and pay will be restored by the department or laboratory at the completion of the leave unless the position has been eliminated by reduction in the work force or operational change under circumstances applying equally to other similar jobs in the department.
  - Return from leave should be at the same work-week schedule at which the individual was working when he or she left.
    - A supervisor may agree, however, to have a full-time employee return on a part-time schedule if it is mutually convenient; if so, the new schedule must be at least 50 percent of a normal work week.
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## **New York University**

Date Accessed: 12/10/2013, <http://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook/the-faculty/other-faculty-policies/leave-of-absence.html>

In addition to FMLA, NYU provides disability/maternity leave for birth mothers – described below.

## **Definition of the Leave**

- The salary of a full-time faculty member may be continued for up to six months at the discretion of the dean, for absence caused by illness or disability, subject to approval by the Office of the Provost.
- Maternity leave is an aggregate of six consecutive weeks following the date of birth, but if certified by a physician for medical reasons it can be extended beyond the six weeks.

**Eligibility** – fully time faculty member.

**Length of Leave** – six weeks, though with physician certification it can be extended up to six months for medical reasons.

## **Requirements to Receive Leave**

- A physician's statement certifying that the faculty member is unable to work because of illness or disability and the date on which it is anticipated that he or she can return to work.
- In addition the University may require the faculty member be examined by a physician designated by the University at no cost to the faculty member.
- In cases of childbirth, no certification will be required unless the request for leave extends beyond six weeks.

**Process of Obtaining Leave** – not specified.

**Salary and Benefits Provided During the Leave** – full salary for up to six weeks, benefits not specified.

## **Leave in Relation to Tenure and Evaluations**

- Tenure clock stoppage for up to two semesters will be granted automatically in the case of a parent primarily responsible for the care of a newborn child, newly adopted child, new foster care or guardianship placement, or newly-established legal custodial care, upon notification to the Chair of the Department or, in the case of Schools without departmental organization, the Dean.

**Returning to Work** – not specified.

### **Pace University**

Date Accessed: 12/11/2013, <http://www.pace.edu/human-resources/employee-handbook-policies#Maternity-Leave> and <http://www.pace.edu/human-resources/leaves#Maternity>

Pace has a Maternity Leave policy in addition to the federally mandated FMLA.

**Definition of the Leave** – maternity leave falls within the category of short-term disability and is deducted from the total maximum allowance of 26 weeks of salary and benefits continuation.

**Eligibility** – not specified.

**Length of Leave** – usually six weeks for a normal delivery and eight weeks for a cesarean section.

**Requirements to Receive Leave** – verification from a physician.

**Process of Obtaining Leave**

**Salary and Benefits Provided During the Leave**

- Depending on how long the employee has worked at the university, there are different levels of compensation:
  - Less than 3 months: no salary or benefits continuation, the employee is only eligible for NYS disability.
  - 3-12 months: First 2 months of disability leave are full base salary, up to 4 additional months at half salary.
  - 12 months and over: full base salary and benefits up to 26 weeks within a 52 week period.

**Leave in Relation to Tenure and Evaluations** – not specified.

**Returning to Work** – not specified.

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### **Polytechnic Institute of New York University**

Date Accessed: 12/12/2013, [http://www.poly.edu/sites/polyproto.poly.edu/files/Employee\\_Handbook\\_2010.pdf](http://www.poly.edu/sites/polyproto.poly.edu/files/Employee_Handbook_2010.pdf)

There is no evidence of NYU Poly having any type of maternity leave beyond the federally mandated FMLA.

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### **Rose-Hulman Institute of Technology**

Date Accessed: 12/12/2013

There is no evidence of Rose-Hulman having any type of maternity leave policy beyond the federally mandated FMLA.

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### **Stevens Institute of Technology**

Date Accessed: 12/12/2013

There is no evidence of Stevens Institute of Technology having any type of maternity leave policy beyond federally mandated FMLA.

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## **Worcester Polytechnic Institute**

Date Accessed: 12/12/2013, <http://www.wpi.edu/Images/CMS/HR2/benefits-policy-manual.pdf> and <http://www.wpi.edu/Images/CMS/HR/mathandbook.pdf>

In addition to FMLA, WPI has a maternity/adoption/parental leave policy.

### **Definition of the Leave**

- Female employees: up to eight weeks of 100% pay and benefits for maternity/adoption leave.
- Male employees: up to eight weeks of unpaid parental leave.

### **Eligibility**

- Female employees: exempt (salaried) and non-exempt (hourly) who have successfully completed the introductory period.
- Male employees: successful completion of the introductory period or has been employed by WPI for three consecutive months as a full-time employee.

**Length of Leave** – up to eight weeks.

### **Requirements to Receive Leave**

- Female employees: not specified.
- Male employees:
  - Requests for leave must be in connection with the birth or adoption of a child.
  - Two weeks' notice of the date of departure and indication of intent to return must be given.

**Process of Obtaining Leave** – not specified.

### **Salary and Benefits Provided During the Leave**

- Female employees: full pay and benefits
- Male employees: unpaid, benefits not specified.

**Leave in Relation to Tenure and Evaluations** – not specified.

### **Returning to Work**

- Employees who take maternity, adoption, or parental leave will be reinstated to their regular position upon their return.
- Failure to return to work at the end of the maternity/adoption/parental leave (without an approved extension) shall be considered a resignation.