

TO: National UW ADVANCE Summer Leadership Workshop Participants  
FROM: UW ADVANCE Center for Institutional Change  
DATE: July 21, 2005  
SUBJECT: *Family-Friendly Policies for Faculty: A Department Head/Chair's Guide*

This guide is meant to bring policy availability to your attention, to provide basic details about policies, and to assist you in locating additional information about the policies. It is not meant to replace the source materials on your campus. Hopefully, it will benefit your understanding of the work and family balance sessions of this workshop by reminding you of policies available for your own faculty.

This guide was created by UW ADVANCE Research Assistant Kate Quinn, who searched the web pages of your home campus to obtain the information provided here. Information is compiled from Faculty or University Handbooks or Manuals, Human Resources materials, and other web pages. Each policy page was sent to the Provost, or another top academic officer, at the campus for verification of accuracy. If contact information is listed at the end, the accuracy has been verified. There were a few campuses that did not respond prior to the workshop. If contact information is not provided, we encourage you to ask your dean for further information about the policies.

For your information, the policy-types reviewed were:

- Leaves, including paid and unpaid for illness, pregnancy, care-giving, etc.;
- Workload Adjustment, such as part-time tenure track, phased or partial retirement, modified duties, etc.;
- Tenure Clock Adjustment, whether 'waived' years, 'stopped' clocks, etc.;
- Dual Career Hiring; and,
- Domestic Partner Benefits.

It is possible that your institution does not yet have policies from each area or that your institution has additional policies that were not reviewed, such as flexible spending accounts, tuition exemption for dependents, on-site childcare, etc.

We are including the policy pages for the home campuses of all participants so that you can see examples of different types of policies and policy details.\* As you will hear in this workshop, the availability of family-friendly policies does not necessarily mean that department climate is welcoming to faculty utilization of the policies. We encourage you to transform your department into a supportive, inclusive place for faculty working through life transitions – whether or not your institution has many of these policies.

We appreciate your interest and participation in this workshop!

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\* The list of institutions contained in this packet is on the back of this document.

**List of Institutions Included in this Packet**

Auburn University  
Boise State University  
Case Western Reserve University  
Harvard University (Faculty of Arts & Sciences)  
Kansas State University  
Michigan Technological University  
Mississippi State University  
New Mexico State University  
Ohio State University  
Southern Illinois University  
University of Alabama, Birmingham  
University of California, Irvine  
University of Maryland, Baltimore County  
University of Nebraska  
University of Rhode Island  
University of Texas, El Paso  
University of Washington  
University of Wisconsin, Madison  
Utah State University  
Virginia Tech  
Washington State University  
Western Kentucky University  
Worcester Polytechnic Institute  
Yale University

## Leave

### **Sick Leave**

**What it does:** Full-time faculty both nine- and 12-month appointees, and Alabama Cooperative Extension System employees accrue sick leave at a rate of eight hours for each month of employment with no limitation on the maximum number of hours that can be accrued.

**How it works:** Faculty on both nine- and 12-month appointments should record these absences on the appropriate University leave forms. Sick leave may be used to care for a member of the immediate family who is ill, as well as for medical needs of the faculty member. Leave forms are sent to Human Resources, where all sick leave records are kept. Sick leave will not accrue and cannot be used during any leave without pay nor, for nine-month employees, during summer terms or leave without pay. Sick leave does accrue and may be used during summer terms with pay.

**Who's eligible:** Faculty

**Reference:** <http://www.auburn.edu/academic/provost/handbook.html> (Faculty Handbook; 8. University Policies Related to Faculty Welfare: 6: Leave Policies; B: Sick Leave)

### **FMLA/Disability-Related Leave (Without Pay)**

**What it does:** Include the right to take leave without pay for a period of up to 12 work weeks a year for any one or a combination of the following reasons: 1) The birth or adoption of a child, or the placement in the home of a child for foster care; 2) To care for a family member (minor child, spouse or parent) who has a serious health condition; or, 3) A serious health condition that renders the employee unable to perform his or her functions.

**How it works:** FMLA is intended to allow employees to balance their work and family life. Parental provisions of FMLA leave apply equally to men and women. FMLA leave itself is unpaid, but employees may choose to use accrued annual leave and remain on the payroll.

**Who's eligible:** Faculty who have been employed with the University for at least 12 months and have been appointed for at least two-thirds time during the 12-month period prior to the date the FMLA leave would begin.

**Reference:** <http://www.auburn.edu/academic/provost/handbook.html> (Faculty Handbook; 8. University Policies Related to Faculty Welfare: 6: Leave Policies; C: FMLA/Disability-Related Leave – 1. Without Pay)

### **FMLA/Disability-Related Leave (With Pay)**

**What it does:** For disability-related leave with pay.

**How it works:** For leave with pay, the time away from work is charged to the faculty member's accumulated sick leave. Upon expiration of accumulated sick leave time, application may be made for leave without pay.

**Who's eligible:** Faculty who have been employed with the University for at least 12 months and have been appointed for at least two-thirds time during the 12-month period prior to the date the FMLA leave would begin.

**Reference:** <http://www.auburn.edu/academic/provost/handbook.html> (Faculty Handbook; 8. University Policies Related to Faculty Welfare: 6: Leave Policies; C: FMLA/Disability-Related Leave – 2. With Pay)

### **Tenure Clock Adjustment**

#### **Leaves during the Probationary Period for Tenure**

**What it does:** A faculty member on leave of absence without pay need not count his or her leave time toward tenure and/or promotion.

**How it works:** A faculty member who has qualified for FMLA leave while holding a tenure accruing appointment may request a one-year extension of the date on which the probationary period would end. Only two such extensions are allowed. Any request may be made only during the first five probationary years of the tenure process. The faculty member will retain the position of full-time employee.

**Who's eligible:** Faculty

**Reference:** <http://www.auburn.edu/academic/provost/handbook.html> (Faculty Handbook; 3. Faculty Personnel Policies and Procedures: 10. Eligibility For Promotion And Tenure)

#### **Questions about these policies can be directed to:**

Michael Hill  
Auburn University Human Resources  
Langdon Hall  
Auburn, AL 36849  
334-844-1604  
hillmic@auburn.edu

## Leave

### **Sick Leave**

**What it does:** Permits paid leave for personal and family medical purposes.

**How it works:** Sick leave for all faculty who are employed on a nine month or more basis shall accrue at the rate of one (1) day for each full month of service. Sick leave shall accrue without limitation. Sick leave shall be charged for absences due to illness only on working days. Faculty who exhaust their sick leave and continue to be absent from work due to illness will take sick leave without pay. Faculty who cannot meet on-campus responsibilities because of personal sickness or sickness of immediate family must inform the immediate supervisor without delay. In the case of teaching faculty, arrangements should be made with the department chairperson for adequate class coverage. After returning to the campus, the Leave Request Form should be completed and signed by the immediate supervisor. The immediate supervisor will distribute copies of the forms (according to the distribution table on the forms) and send the original copy to the Payroll Office. All sick leave records for Boise State University employees will be maintained in the Payroll Office.

**Who's eligible:** Benefits eligible faculty.

**Reference:** <http://policy.boisestate.edu/index.asp?section=5&policynum=5356>

## Workload Adjustment

### **Part-Time Leave After Birth, Adoption or Foster Care Placement**

**What it does:** Permits faculty to request temporary adoption of an intermittent or reduced schedule leave after the birth, adoption, or foster care placement of a child, considered on a case-by-case basis.

**How it works:** The request must be made in writing to the employee's supervisor. The employee's supervisor should retain a copy of the written agreement, outlining the employee's intermittent or reduced work schedule and start/ending date. A copy of the agreement must be sent to Human Resource Services. As a general rule, part-time arrangement or intermittent leave will be granted: 1) For a maximum of twelve months after birth, adoption, or foster care; 2) For leaves in increments of not less than one-half (1/2) hours; 3) Subject to the ability of the employee's supervisor to ensure that work is completed through scheduling changes or job-sharing; and, 4) Subject to the employee's consent to alter schedule or work longer hours on an emergency basis, such as when other employees are out sick.

**Who's eligible:** FMLA eligible employees.

**Reference:** <http://policy.boisestate.edu/index.asp?section=5&policynum=5226>

### **Faculty Voluntary Phased Retirement Program**

**What it does:** Boise State University offers eligible faculty who plan to retire the option of "phasing" into complete retirement by various combinations of partial appointments that amount to less than half-time (i.e., not greater than 49%) for a specific period of time not to exceed three academic years. Such appointments shall terminate at the expiration of the phased retirement period and existing policies of the University related to part-time appointments and/or emeritus faculty status apply. However, individuals may negotiate an extension of the phased retirement agreement after satisfactory service during the previous period.

**How it works:** This Program is subject to change without notice in order to maintain compliance with Internal Revenue Service, Social Security Administration, State of Idaho, and/or applicable PERSI/ORP plan rules. Eligible individuals desiring phased retirement must develop a Phased Retirement Plan through discussions with the department chair at least one semester prior to the desired start date. For additional details, see the reference listed below. Appendix A is the Phased Retirement Agreement form.

**Who's eligible:** Full-time tenured faculty members or official faculty in the College of Applied Technology who are at least age 55 and have 10 years contributory participation in PERSI or ORP and 10 years with Boise State University.

**Reference:** <http://policy.boisestate.edu/index.asp?section=5&polycynum=5371>

### **Tenure Clock Adjustment**

#### **Extensions of the Tenure Probationary Period**

**What it does:** Permits an extension of the tenure probationary period under certain circumstances which may impede a faculty member's progress toward achieving tenure, including responsibilities with respect to childbirth/adoption, significant responsibilities with respect to elder/dependent care obligations, disability/chronic illness, or circumstances beyond the control of the faculty member.

**How it works:** The faculty member provides a written request to the Provost. For childbirth or adoption, requests must be made within one year of the birth or adoption and carry the presumption of approval for a one-year extension. Other requests should be made in a timely manner, proximate to the events or circumstances which occasion the request. All requests should include appropriate documentation. Multiple extension requests may be granted. All requests for probationary period extensions shall be made prior to commencing with a tenure or contract renewal review.

**Who's eligible:** Faculty.

**Reference:** <http://policy.boisestate.edu/index.asp?section=5&polycynum=5340>

### **Dual Career Hiring**

#### **\*PROPOSED\* FACULTY DUAL-CAREER ACCOMMODATION PROGRAM**

**What it does:** *If passed*, this policy will provide procedures to assist department chairs and administrators when the first or primary hire for a faculty position is contingent on identifying a position for the partner

**How it works:** Guidelines are offered for department chairs to work with their dean to find potential employment for the partner. Before a partner hire recommendation is brought forward, the involved department must have reviewed credentials, formally interviewed the primary hire and recommended an appointment pursuant to Boise State University Policies & Procedures. Funding guidelines and priorities are set forth. If open recruitment was not conducted for the non-primary individual, a recruitment waiver request must be processed. All recruitment waivers will be reviewed by the Affirmative Action Officer and Human Resources.

**Who's eligible:** Faculty.

**Reference:** Dual\_Career\_accommodation.doc (shared by Margene Muller [aprmulle@boisestate.edu](mailto:aprmulle@boisestate.edu))

### **Domestic Partner Policy**

**What it does:** Develops a definition of a domestic partner, identifies applicable internal benefits, and creates appropriate forms.

**How it works:** Domestic Partner refers to the partner of a benefit eligible employee or a retired employee with Emeritus status who is in a committed relationship of indefinite duration with the following characteristics: 1) Unrelated by blood closer than that permitted by the state of Idaho marriage law; 2) Neither person is married to anyone else; 3) Living together for at least six (6) months; 4) Eighteen years of age and have the capacity to enter into a contract; 5) Share a residence; 6) Financially responsible for each other's well being and obligations to third parties. This means that the employee has entered into a contractual commitment for that responsibility or has joint ownership of significant assets (such as joint mortgage, cars, credit cards, and joint bank account); and, 7) Designation as a beneficiary of life insurance or retirement plan. As defined within each policy, these benefits cover the appropriate family members: 1) Library Privileges; 2) Recreational Facilities; 3) FMLA; 4) Cultural Events; 5) Credit Union Membership; 6) Pre-Paid Legal Services

**Who's eligible:** Not specified.

**Reference:** <http://policy.boisestate.edu/index.asp?section=5&policynum=5206>

### **Questions about these policies can be directed to:**

Sona K. Andrews

Provost and Vice President for Academic Affairs

Boise State University

1910 University Drive

Boise, ID 83725-1000

phone: 208.426.1202

fax: 208.426.3779

SonaAndrews@boisestate.edu

## Leave

### **Maternity Leave**

**What it does:** Permits female faculty up to three months of paid leave for childbirth.

**How it works:** Maternity Leave is a type of paid sick leave, which is granted each year depending on length of service and not accrued. The faculty member must submit a physician's confirmation of the expected date of delivery, including the date the physician recommends the faculty cease working. The department chair administers the leave through the Benefits and Employment Offices, and complies with the requirement to document and monitor leave time.

**Who's eligible:** All full-time and part-time benefits eligible faculty and staff.

### **Family Leave**

**What it does:** Permits paid leave to new parents

**How it works:** An employee who adopts a child and is the primary care giver can use up to six (6) weeks of their unused paid sick days based on leave eligibility. If the other parent/domestic partner is an employee, he or she can use up to a total of eight (8) days annually of their unused paid sick day balance.

**Who's eligible:** All full-time and part-time benefits eligible faculty and staff.

### **FMLA Leave**

**What it does:** Provides up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. To be "eligible" for FMLA leave, an employee must meet the following minimum requirements: be employed by Case at least 12 months prior to the commencement of the leave and have worked at least 1250 hours during the 12-month period prior to the leave.

**How it works:** The employee ordinarily must provide 30 days' advance notice when the leave is "foreseeable". If the leave is not foreseeable, notice must be given as soon as practicable. The supervisor's role is to insure that he/she effectively communicates the type of leave, administers the leave through the Benefits and Employment Offices, and complies with the requirement to document and monitor leave time.

**Who's eligible:** All full-time and part-time benefits eligible faculty and staff. Under the university's leave policy, "family" includes the employee's spouse as recognized in the state of Ohio, son, daughter, parent or guardian, and domestic partner who has met the requirements for receipt of domestic partner benefits under Case's policy.

### **Miscellaneous Leave Information**

- An employee may draw from their sick days balance up to a maximum of 26 weeks within any twelve-month time period for personal medical leaves.
- Employees have the option to use up to a total of eight days annually of their unused sick days for bereavement, parenting, or family medical leave.
- For faculty with tenure track (but without tenure), non-tenure track, and special appointments, the letter granting leave shall specify whether the leave period is to be counted as part of the pretenure or prepromotion period, as the case may be.

**Reference and forms:** <http://www.cwru.edu/finadmin/humres/policies/IV-8a.html>



## Case Western Reserve University (cont)

### Workload Adjustment

#### **Modified Employment Policy for Full-Time University Faculty**

**What it does:** Provides the option to shift from full-time to half-time appointment for faculty 55 years of age or older who have worked at the university full-time for at least 10 years. Reduced appointments other than half-time are negotiated on a case-by-case basis.

**How it works:** The faculty member discusses the permanent shift with the department chair or dean. Half-time duties are defined to be half the normal work load of teaching, research, and/or service of faculty members with the same type of appointment in the same constituent faculty. Salary is halved, but faculty remain eligible for raises. Health insurance is not prorated. The nature and extent and scheduling of the load should be settled between the individual and the chair or dean before the part-time service begins.

**Who's eligible:** Faculty 55 years of age or older who have worked at the university full-time for at least 10 years

**Reference:**

[http://www.cwru.edu/president/facsen/frames/handbook/CWRUFH2004.htm#\\_IV.\\_Modified\\_Employment\\_Policy\\_for](http://www.cwru.edu/president/facsen/frames/handbook/CWRUFH2004.htm#_IV._Modified_Employment_Policy_for)

### Tenure Clock Adjustment

#### **Pretenure Extension**

**What it does:** Provides individual extensions of the pretenure period for the purpose of compensating special earlier circumstances disadvantageous to a candidate's tenure consideration. Such circumstances may include, but are not limited to, serious illness, family emergency, maternity, or extraordinary teaching or administrative assignments.

**How it works:** Upon written request by the faculty member within one year after each live birth or after each adoption, an extension of up to one year of the pretenure period shall be granted by the provost to any faculty member who will be the primary care giving parent. Such an extension shall require tenured faculty or appropriate constituent faculty body consideration at the departmental or equivalent level, approval by the provost, and concurrence by the faculty member.

**Who's eligible:** Pre-tenure faculty on the tenure track.

**Reference:**

[http://www.cwru.edu/president/facsen/frames/handbook/CWRUFH2004.htm#\\_G.\\_Pretenure\\_Period](http://www.cwru.edu/president/facsen/frames/handbook/CWRUFH2004.htm#_G._Pretenure_Period)

### Dual Career Hiring

#### **Partner Hiring Policy**

**What it does:** It is often the case that a desirable faculty candidate or staff candidate has a partner who will also wish to seek employment, in academia or elsewhere, if the faculty candidate or staff candidate relocates to Case. Similarly, a current faculty member or administrator may have a partner who needs employment in order to enable the pair to remain in Cleveland.

## Case Western Reserve University (cont)

**How it works:** The partners of final candidates will have access to relevant placement services available for up to two years following the final faculty or staff candidate's first employment at Case. Services include access to the University's job postings; access to the University's database of community job postings, including openings at other universities and/or colleges in the Greater Cleveland area, with referrals where appropriate; access to a placement specialist for assistance with the job search process, if available; and access to an immigration specialist when appropriate. If the department or school considering the partner wishes to offer that person a position, the Provost and the Office of Equal Opportunity and Diversity (EOD) will work with the relevant dean, school, or administrator to facilitate the partner's hiring, if possible. The EOD Office will review the partner's qualifications, distinguishing characteristics, and potential contributions to the University, and if the final candidate or covered faculty member or administrator has received appropriate approval by the EOD Office, the EOD Office generally will approve the department or school proceeding without an equal opportunity search. If an open position is unavailable, the Provost or Dean can offer matching funds for up to three years for a position to open. For additional details, see the linked reference.

**Who's eligible:** Final candidates (offered either a tenured, tenure-track, or non-tenure track faculty appointment; or a staff position requiring recruitment at the level of a national search) who would need to relocate to Case from outside the Cleveland area and the partners of current tenured, tenure-track, or non-tenure track faculty members or staff persons recruited at the level of a national search when the appropriate dean and the Provost, in their discretion, desire to use this policy to help retain a valued faculty member or administrator who is at risk of being employed by another institution because the faculty member's or administrator's partner needs employment in order for the individual to remain at Case.

**Reference:** <http://www.cwru.edu/president/facsen/frames/handbook/CWRUFH2004.htm> (Not linked: Chapter 4; XI)

### Questions about these policies can be directed to:

Lynne E. Ford ([lynne.ford@case.edu](mailto:lynne.ford@case.edu))

Case Western Reserve University

Secretary of the University Faculty

216 Adelbert Hall

Cleveland, OH 44106-7001

(216) 368-4316

fax (216) 368-4325

## Harvard University (Faculty of Arts and Sciences)

### Leave

#### **Sick Leave**

**What it does:** Faculty members in the FAS do not accrue "sick time" as staff members do, nor are they generally eligible for short-term disability. However, upon application to the Dean, any tenure-track or tenured professor suffering from a temporary physical or mental impairment of health, including complications of pregnancy and childbirth, which prevent the fulfillment of normal duties is ordinarily entitled to a paid medical leave of absence of up to six months, not to extend beyond the termination date of his or her appointment.

**How it works:** Medical certification in support of the leave is usually required. Such leaves are exempted from ordinary residence requirements between leaves. If the illness and its impact on a faculty member's normal duties continues beyond the six-month medical leave, the University's long-term disability plan will come into play, provided the faculty member has signed up for it during a benefits open enrollment period. If not, then an unpaid leave may be appropriate.

**Who's eligible:** Tenure-track or tenured professors

#### **Parental Leave**

**What it does:** The maternity leave policy for the FAS is under revision at the current time, and will become more generous than it currently is. Any changes made will be retroactive to July 1, 2005. Our current (soon-to-be outdated) policy is that paid, prorated short-term maternity disability leave of up to eight weeks may be taken for pregnancy and childbirth.

**How it works:** The individual notifies her department chair in writing of the need for the absence, with a copy to the Dean. If complications of pregnancy and childbirth should occur, such that the individual cannot fulfill her normal duties, she is ordinarily entitled to a paid, prorated medical leave of absence of up to six months, not to extend beyond the termination date of her appointment. The medical leave request should be accompanied by medical certification in support of the leave.

**Who's eligible:** Mothers. There are no formal policies on paternity leaves. Please see below for information about parental teaching relief, however, which is available to both women and men.

### Workload Adjustment

#### **Parental Teaching Relief**

**What it does:** A faculty member may be excused from teaching obligations following the birth or adoption of a child. The benefit is intended for the parent who is the primary care-giver for an infant, and is not intended for parents whose newborn or newly adopted child is cared for essentially full-time by either a spouse/partner or a child-care provider.

**How it works:** Primary care assumes that the faculty member has substantial daily responsibility (at least half-time) for the infant: ordinarily the child may be in someone else's care no more than half-time, or twenty hours per week during regular working hours. Paid teaching relief from formal classroom duties for up to a full teaching load during one term, or a half-load for two terms may be granted at the Dean's discretion. Such relief is normally taken just prior to, or within one year after, the birth or adoption. The faculty member will be expected to remain in residence and to continue departmental service and advising. Teaching relief is not normally granted in addition to the (current) 8-week maternity leave. It may, if appropriate, be available in addition to medical leave. The faculty member who desires relief from teaching under these circumstances submits, with as much advance notice as possible, a written request to the Dean with a copy to the department chair.

## Harvard University-FAS (cont)

**Who's eligible:** Tenured professors, associate and assistant professors, and individuals with appointments of at least half-time with the title of professor of the practice, or senior preceptor.

### Tenure Clock Adjustment

#### Tenure Extension

**What it does:** A maximum of two one-year appointment extensions and two one-year review postponements are possible over the course of the tenure-track faculty appointment.

**How it works:** Upon the birth or adoption of a child on or after July 1, 2005, a faculty member should write to the relevant assistant dean of academic affairs. That faculty member's current contract will be automatically extended by one year unless the faculty member specifically requests in writing that it not be extended. Ordinarily, if an appointment is extended by a year due to the birth or adoption of a child, any promotion review (whether from assistant to associate professor or from associate to full professor) is automatically postponed by a year as well. If the faculty member does not wish for his or her review to be postponed, he or she informs the relevant assistant dean in writing. However, if a birth or adoption takes place after a review is already underway, the review would not ordinarily be postponed.

Any tenure-track faculty member may also request an extension of his or her existing contract on the basis of compelling medical reasons. The written request is sent to the Dean, with a copy to the department chair. Ordinarily, if an appointment is extended by a year for medical reasons, any promotion review (whether from assistant to associate professor or from associate to full professor) is postponed by a year as well. However, if the extension of the contract for medical reasons takes place after a review is already underway, the review would not ordinarily be postponed.

Finally, an assistant or associate professor may request an extension of his or her existing contract on the basis of compelling personal reasons (for example, the care of a seriously ill spouse, partner, parent, or child). The written request is sent to the Dean, with a copy to the department chair. Ordinarily, if an appointment is extended by a year for personal reasons, any promotion review (whether from assistant to associate professor or from associate to full professor) is postponed by a year as well. However, if the extension of the contract for personal reasons takes place after a review is already underway, the review would not ordinarily be postponed.

**Who's eligible:** Tenure-track faculty

### Dual Career Hiring

#### Dual Career Hiring

In any recruitment for potential tenure-track and tenured faculty we are acutely aware that contemplating a move to Harvard is a family decision and that many such deliberations are complicated by families with dual careers. While we do not explicitly create academic or staff positions for spouses/partners, we put a great deal of effort into helping spouses/partners with their job searches either at Harvard or in the greater Boston area.

### Domestic Partner Program

#### Qualified Domestic Partners (QDPs)

**What it does:** Qualified Domestic Partners (QDPs) for the purposes of Harvard health benefits are defined as people who meet the following criteria: are of the same sex; are not related by blood; at least 18 years of age and consider themselves a family; are not married to anyone and neither has a different domestic partner; have been residing together in a common household for at least six consecutive months; and are financially interdependent.

## Harvard University-FAS (cont)

**How it works:** Employees who want to obtain Harvard health and dental benefits for their same-sex domestic partner must first register their partnership with a municipality offering formal registration of domestic partnerships. Boston, Brookline and Cambridge are three municipalities in this area that register domestic partnerships without requiring that the partners be residents of these areas. A certificate will be issued by the municipality. Harvard will ask to see the certificate as part of the enrollment process. In addition to the above certification, there is a Harvard Statement of Domestic Partnership form to be signed by both partners. The remaining steps in the process are the same as for all other health enrollments.

**References:** <http://atwork.harvard.edu/benefits/eligibility/family.shtml> and <http://atwork.harvard.edu/benefits/pdf/b-qdp.pdf>

**Questions about these policies can be directed to:**

Vincent Tompkins

Associate Dean for Academic Affairs in the Faculty of Arts and Sciences

Harvard University

University Hall 3 South

Cambridge, MA 02138

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[v\\_tompkins@harvard.edu](mailto:v_tompkins@harvard.edu)

## Leave

### **Sick Leave**

**What it does:** Provides paid leave for personal or familial illness, or to see a dentist or other recognized health practitioner. Family includes: (a) persons related to the faculty or unclassified professional member by blood, marriage, or adoption; and (b) minors residing in the faculty or unclassified professional member's residence as a result of court proceedings pursuant to the Kansas code for care of children or the Kansas juvenile offenders code. Additional uses of sick leave include legal quarantine of the faculty or unclassified professional and the adoption of a child by an faculty or unclassified professional or initial placement of a foster child in the home of a faculty or unclassified professional member, when the adoption or initial placement reasonably requires the person to be absent from work.

**How it works:** A faculty or unclassified professional member submits a Faculty Leave Report to their immediate supervisor and has the leave approved prior to the requested date, if possible. The department head/director may request a physician's medical certificate for temporary disability before sick leave is approved. Sick leave resulting from pregnancy must be treated in the same manner as any other temporary disability, and a physician's certificate will not be required unless it is required for other types of disabilities.

**Who's eligible:** Faculty and unclassified professional members

**Reference:** Faculty Handbook, Section E: Leaves, Insurance, and Retirement Programs; E20.

<http://www.k-state.edu/academicservices/fhbook/fhsece.html>

### **Leave Without Pay**

**What it does:** Permits unpaid leave of absence, full-time or partially, for professional growth, significant public service, health, parental leave, or other acceptable purposes.

**How it works:** Requires the approval of the department head, dean, and provost and presupposes values in the leave related to the faculty or unclassified professional member's subsequent service to the institution. A signed Memorandum of Agreement is required for faculty or unclassified professionals who seek leave without pay. A signed copy of this form must be forwarded by the department head to the Division of Human Resource. A duplicate copy must be given to the faculty or unclassified professional member and the dean of the college.

**Who's eligible:** To qualify for leave without pay, the faculty or unclassified professional member's name must appear on a budget line in the budget; or, if employed after the budget is prepared, must be listed in the annual budget when it is prepared for the following academic year. This must be indicated at the time of the original appointment. Individuals not listed in the regular budget are not eligible for leave without pay.

**Reference:** Faculty Handbook, Section E: Leaves, Insurance, and Retirement Programs; E10-16.

<http://www.k-state.edu/academicservices/fhbook/fhsece.html>

## Workload Adjustment

### **Phased Retirement Program**

**What it does:** Provides a faculty and unclassified professional member the opportunity to phase retirement over a selected period of time not to exceed 5 years

**How it works:** The participant's appointment must be at least .25 FTE. The participant's salary is reduced but benefits (health insurance, death and disability coverage, employer retirement plan contributions) remain at the full time rate. Tenure is not affected. Participants may partially withdraw or annuitize monies from their Kansas Board of Regents mandatory retirement plans. Participants must retire at the end of the agreement period.

**Who's eligible:** Faculty and unclassified professionals who are benefit eligible, have attained the age of 55, and have completed 10 years of full time service with one or more of the Kansas Board of Regents educational institutions

**Reference:** Faculty Handbook, Section E: Leaves, Insurance, and Retirement Programs; E140.

<http://www.k-state.edu/academicservices/fhbook/fhsece.html>

### **Tenure Clock Adjustment**

#### **Delay of the Tenure Clock**

##### **What it does:**

**C83.1** Provides a one-year delay of the tenure clock for a faculty member who is responsible for the care of a child five years of age or younger, or who adopts a child of any age.

**C83.2** Provides a one-year delay of the tenure clock for a serious health condition (defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential treatment facility, or continuing treatment by a health care provider); or for the care of a household member, a parent, or a sibling with a serious health condition.

##### **How it works:**

**C83.1** Requests for a delay in the tenure clock shall be made to the department or unit head who will forward the request to the dean. The dean will forward the request to the provost who will grant the one year delay.

**C83.2** Requests for a delay in the tenure clock shall be made to the department or unit head who will forward the request along with her/his recommendation to the dean. The dean will forward the request along with his/her recommendation and the recommendation of the department or unit head to the provost, with whom the final decision rests.

##### **For Both**

- If a delay in the tenure clock is granted prior to the mid-probationary review, the review will take place one year later than would have occurred without such a delay. An individual granted a delay of the tenure clock shall not be subject to additional scholarship, teaching, or service requirements above and beyond those normally required.
- A request for delay of the tenure clock must be made within a reasonable amount of time from the date of the event which would show cause for a delay of the tenure clock.
- Delay of the tenure clock during the probationary period is limited to one year.

##### **Who's eligible:**

Faculty members on probationary, tenure-track positions.

**Reference:** University Handbook, Section C: Identity, Employment, Tenure; C83.1-6.

<http://www.k-state.edu/academicservices/fhbook/fhsecc.html>

### **Dual Career Hiring**

#### **Dual Career Assistance**

**What it does:** Provides assistance to spouses of faculty members who are seeking employment

**How it works:** The Office of Diversity and Dual Career Development works collaboratively with deans and department/unit heads to broker solutions to dual career situations. Assistance is primarily in the form of information, referrals, networking and advocacy.

**Who's eligible:** Faculty being recruited to KSU.

For more information contact Associate Provost For Diversity and Dual Career Development, Anderson Hall 204, 532-6276.

#### **Questions about these policies can be directed to:**

Dr. Jane D. Rowlett

Director of Academic Services

Anderson Hall, Room 204

Phone: 785-532-4392

Email: rowlett@ksu.edu

Fax: 785-532-5039



## Leave

### **Sick Leave**

**What it does:** Provides paid leave for: 1) Acute personal illness or disability; 2) Absence from work by reason of quarantine by a public health officer because of exposure to contagious disease; 3) Medical appointments and dental appointments for extractions or treatment to the extent of time required to complete such appointments; 4) Absences required by the illness, injury, disability, or death of members of the immediate family who, in this instance, shall include the following: spouse, children, parents or foster parents, parents-in-law, brothers, sisters or other direct dependents provided that such absences shall be limited to twenty days in any twelve month period of continuous employment; and, 5) Absence of reasonable length of time to serve as a pallbearer or to attend a funeral.

**How it works:** Sick leave shall accrue biweekly at the rate of one-half (0.5) day for each two weeks of employment. Maximum sick leave accrual is one hundred thirty-two (132) days. Part-time employees shall accrue sick leave in proportion to straight time hours employed each pay period. A statement from the University's designated physician and/or the employee's physician or a sworn affidavit may be required to sustain a claim of absence because of illness, injury, or disability. The University reserves the right to have the University designated physician make the final decision. At the conclusion of an employee's sick leave, the University, at its option and without cost to the employee, may require that a physician or physicians of its choosing determine, by way of examination, the employee's fitness to return to work.

**Who's eligible:** Regular full- and part-time employees and temporary employees

**Reference:** [http://www.admin.mtu.edu/admin/prov/facbook/ch6/6chap-08.htm#P44\\_3696](http://www.admin.mtu.edu/admin/prov/facbook/ch6/6chap-08.htm#P44_3696) and <http://www.admin.mtu.edu/admin/boc/policy/ch5/ch5p7.htm>

### **FMLA Leave**

**What it does:** Permits eligible employees up to twelve (12) weeks of unpaid FMLA leave in a twelve (12) month period for any of the following four reasons: 1) birth and care of a newborn child of the employee; 2) for placement with the employee of a child for foster care or adoption; 3) to care for the employee's immediate family member (spouse, child or parent) with a serious health condition; or, 4) to take medical leave when the employee is unable to perform the functions of the employee's job because of a serious health condition.

**How it works:** All eligible employees must notify their supervisor and the Human Resource office in writing of the need for FMLA leave and the anticipated timing and duration of the leave. A certification issued by the health care provider of the employee or the employee's ill family member may be requested from the employee. Additional details can be found through the linked reference.

**Who's eligible:** Employees who have worked for MTU for at least twelve (12) months; and, for at least 1,250 hours during the twelve (12) month period immediately preceding the start of the leave.

**Reference:** <http://www.admin.mtu.edu/hro/forms/FMLApolicy.pdf>

## Workload Adjustment

The employee can only elect one of the retirement options. This election is binding, therefore the employee cannot move from one option to another.

## Michigan Technological University (cont)

### **Phased Retirement Option**

**What it does:** It is sometimes to the mutual benefit of both the employee and the University to enter into an arrangement where an employee's workload is reduced as they approach retirement. Where such arrangements are possible, the employee may elect to enter into the phased retirement option.

**How it works:** Arrangements for participation in this option require a mutual, written agreement between the employee and their respective dean, director or department head/chair. Under the phased retirement option, the employee will be permitted to work part-time (no less than 50% effort) for up to three (3) years and in return, agrees to retire by the end of that period. Part-time work for faculty can be achieved either by working full-time during one semester and not working the other semester or by working part-time for two semesters during an academic year. During the phased retirement period, the employee may also supplement their part-time salary, with grant or contract support (soft money), subject to the University's compensation policy. A faculty member who retires through this phased retirement option will be freed, if desired, from department, committee, administrative, and other duties as far as possible during the period of phased retirement.

**Who's eligible:** Age plus full time years of service (at 75% effort or greater) at the University equals 80 or more; or,

Age 65 or older and ten (10) or more years of full time service (at 75% effort or greater) at the University.

**Reference:** <http://www.admin.mtu.edu/hro/forms/RSVPdoclutoff.pdf>

### **Combined Monetary/Phased Retirement Option**

**What it does:** The combined monetary/phased retirement option allows for the employee to select either a two-year phase out or a one-year phase out each with a monetary benefit. Movement between the options is not allowed.

**How it works:** Arrangements for participation in this option require a mutual written agreement between the employee and their respective dean, director or department head/chair. Under both the two year and the one year phase out, the employee works at least 50% time and will be eligible throughout the year for employee benefits.

- Two-year phase out – will receive 1/3 of the monetary benefit.
- One-year phase out – will receive 2/3 of the monetary benefit.

During the phased retirement period, the employee may also supplement their part-time salary, with grant or contract support (soft money), subject to the University's compensation policy. A faculty member who retires through this phased retirement option will be freed, if desired, from department, committee, administrative, and other duties as far as possible during the period of phased retirement.

**Who's eligible:** Age plus full time years of service (at 75% effort or greater) at the University equals 80 or more; or,

Age 65 or older and ten (10) or more years of full time service (at 75% effort or greater) at the University.

**Reference:** <http://www.admin.mtu.edu/hro/forms/RSVPdoclutoff.pdf>

## **Tenure Clock Adjustment**

### **One-year Extension**

**What it does:** Provides a one-year extension to the tenure probationary period for exceptional circumstances including extensive sick leave, unpaid leave, or a substantial formal reduction of professional responsibilities.

## Michigan Technological University (cont)

**How it works:** A faculty member makes a written request to the Provost during or immediately following the period of exceptional circumstances, and in no case after November 15 of the final year of the tenure probationary period. It should be accompanied by recommendations from the appropriate department chair and the dean of the college, or from the dean of the school. The request should clearly demonstrate that both of the following conditions are satisfied: 1) The exceptional circumstances requiring the extension were such that normal conduct of professional responsibilities could not reasonably be expected; and, 2) Exclusive of the period of exceptional circumstances, the faculty member had made good progress toward achieving tenure. Under this policy, an individual's tenure probationary period at Michigan Technological University may be extended by only one year, regardless of the combination of circumstances. Approval for such extensions will be at the sole discretion of the Provost.

**Who's eligible:** Faculty

**Reference:** [http://www.admin.mtu.edu/admin/prov/facbook/ch2/2chap-02.htm#P37\\_3057](http://www.admin.mtu.edu/admin/prov/facbook/ch2/2chap-02.htm#P37_3057)

### Questions about these policies can be directed to:

Debbie Lassila

Faculty Personnel/Director of the Budget Office

235B Admin Bldg

Houghton, MI 49931

(906) 487-3112

dlassila@mtu.edu

## Leave

### **Major Medical Leave With Pay (HRM 202)**

**What it does:** Permits paid leave for nine-month faculty for the first day of absence due to illness.

**How it works:** Leave accruals are based on employment status and length of annual employment periods. Major medical leave may be used for illness or injury of an employee or member of the employee's immediate family (spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, brother- or sister-in-law) after the employee has used one day of personal leave or leave without pay if the employee has no accrued personal leave. Major medical leave may be used, without prior use of additional personal leave to cover regularly scheduled visits to a doctor's office or a hospital for the continuing treatment of a chronic disease, as certified in advance by a physician. If the original medical certification form indicates specific dates of scheduled health care, no additional medical certification is required, otherwise, a medical certification form must accompany each Application for Leave, indicating that the scheduled visit is for continuing treatment of a chronic disease or condition. For each thirty-two (32) hours or more (combined personal and major medical leave) major medical leave shall be authorized only when certified by the employee's or family member's attending physician. There is no limit to the accumulation of major medical leave and it is transferable with employees to other State of Mississippi agencies and institutions. Accrual rate can be found here:

<http://msuinfo.ur.msstate.edu/handbook.fac/vi.html#Q>

**Who's eligible:** All employees who work one-half time or more, except student employees and reemployed retirees, after one month of continuous service.

**References:** <http://msuinfo.ur.msstate.edu/handbook.fac/vi.html#Q> and <http://www.msstate.edu/dept/audit/60202.html>

### **Leave for Childbearing Purposes (HRM 207)**

**What it does:** Permits leave for the purpose of childbearing.

**How it works:** Upon proper request, up to twelve (12) weeks of Family and Medical Leave will be granted during the fiscal year due to childbirth. Employees are not required to be away from work for any minimum period of time prior to or following childbirth and may return at any time they are able to resume their regular duties. Employees who utilize leave for childbearing purposes are eligible to return to their former position or to an equivalent position in the department from which they were granted leave. Contact should be made with the Department of Human Resources Management for arrangements to continue existing insurance benefits during any period of unpaid absence.

**Who's eligible:** Regular employees

**Reference:** <http://msuinfo.ur.msstate.edu/handbook.fac/vi.html#N>

### **Leave of Absence (HRM 210)**

**What it does:** A leave of absence without pay for up to one (1) year may be granted for, but not limited to, medical disability of employees or their family members, enrollment in educational course work relating to an employee's position, temporary relocation of the employee's spouse, professional development beneficial to the employee and the University or for family emergency.

**How it works:** No service time in the Public Employees' Retirement System or the Optional Retirement Plan nor personal and major medical leave are earned for any period of leave of absence without pay. Arrangements should be made with the Department of Human Resources Management for insurance coverage and payment of benefit premiums during any leave period without pay.

**Who's eligible:** Not specified

**Reference:** <http://msuinfo.ur.msstate.edu/handbook.fac/vi.html#P>

### **Maternity Leave of Absence**

**What it does:** Permits unpaid leave of absence for childbearing.

**How it works:** Maternity leave of absence, without pay, will be granted a female employee for a reasonable period of time under the following provisions: (i) An employee who expects to take maternity leave must request such leave by arrangement with the unit head (in writing), specifying the dates of leave; (ii) The maternity leave will terminate when it is medically determined by her physician that the employee is able to resume her employment; and, (iii) If the employee wishes to return to employment at the end of the leave, she is entitled to her former position or to another position as good as or better than the one held prior to the leave. When leaves of absence without pay (maternity, educational, and personal) are granted, the employee is removed from payroll for the period of the approved leave of absence.

**Who's eligible:** Female employees

**Reference:** <http://www.msstate.edu/dept/audit/1313.html>

### **Tenure Clock Adjustment**

#### **Exclusion of Probationary Years**

**What it does:** Permits exclusion of up to two years from the first five years of the probationary period for an approved leave of absence or a modified assignment.

**How it works:** For clearly stated personal reasons (e.g., emergencies related to health, pregnancy, child care, care of parents), a faculty member may request an exclusion. Such an exclusion must be agreed to by the university and the faculty member at the time the leave is applied for.

**Who's eligible:** Faculty

**Reference:** <http://msuinfo.ur.msstate.edu/handbook.fac/v.html>

#### **Questions about these policies can be directed to:**

Dr. Peter Rabideau

Provost/Vice President

Office of the Provost

[prabideau@provost.msstate.edu](mailto:prabideau@provost.msstate.edu)

Office - (662)325-3742

Home - (662)324-7778

Allen Hall, Rm 608

## Leave

### **Family and Medical Leave**

**What it does:** Complies with the Family and Medical Leave Act of 1993 (FMLA). Employees (including faculty) may use accrued sick leave for conditions involving themselves and qualified dependents as defined in the sick leave policy. Six weeks of sick leave may be used for parents or adult children with a serious health condition as defined below who do not meet the definition of dependent in the sick leave policy. Annual leave for purpose of the FMLA will be subject to approval or disapproval by the employee's supervisor. If annual leave is denied, leave without pay may be used for FMLA purposes. FMLA leave periods will run concurrently with any accrued paid leave taken.

**How it works:** The employee will give his/her supervisor as much notice as possible of the upcoming leave. Departments will notify the Employee Benefits Office when an employee has taken more than 3 continuous days of sick leave, annual leave or leave without pay for medical circumstances for that individual or individual's family member in order to coordinate FMLA benefits.

**Who's eligible:** All employees who have been employed at the university at least 12 months (need not be consecutive) and who have worked at least 1,250 hours for the university during the 12-month period immediately preceding the commencement of the leave (including faculty, staff and temporary employees).

### **Sick Leave**

**What it does:** Permits paid leave for personal illness.

**How it works:** Each case of illness, when duties of a faculty member cannot be made up or covered by coworkers, will be considered administratively, but time off for illness cannot exceed the equivalent of 2 regular semesters with pay. Normally such cases would be approved on the basis of length of service with 1 semester off equated in terms of 10 years of service.

**Who's eligible:** Different rules apply to different types of employees. Info listed here applies to Nine-Month Faculty Employees.

### **Leave without Pay**

**What it does:** Permits unpaid leave of up to 90 days.

**How it works:** LWOP for a period up to 90 calendar days may be requested by an employee and either approved or disapproved by the director/department head. Requests for LWOP in excess of 90 days should be submitted in letter form by the employee to the department head or director. If the department head recommends approval, the letter should be forwarded through the Dean or Vice President to the Human Resources Office for consideration by the university administration. Circumstances in individual cases will determine if such leave will be granted. If leave is granted, it should be reported as a change of status on a PAF. An appointing authority may involuntarily place an employee on leave without pay if approved by the Human resources Director and Provost. LWOP (including LWOP due to educational leave) will not be granted to an individual who has annual leave unless specifically approved by the Provost, except under the Family and Medical Leave Act. Copies of leave records must accompany the PAF placing an employee on LWOP.

**Who's eligible:** Not specified.

**Reference:** New Mexico State University Policy Manual; Chapter 7: Benefits; 7:20 Leaves.

<http://www.nmsu.edu/manual/Chapter%207.pdf>

## New Mexico State University (cont)

### **Dual Career Hiring**

**What it does:** New Mexico State University and the University of Texas at El Paso support efforts to accommodate the needs of dual career couples.

**How it works:** Provides assistance identifying employment opportunities in the southern New Mexico and El Paso, Texas area to aid in family relocation.

**Who's eligible:** University professionals.

**Reference:** New Mexico State University Policy Manual; Chapter 4: Human Resources - General Policies; 4.30 Hiring. <http://www.nmsu.edu/manual/Chapter%204.pdf>

### **Domestic Partner Policy**

**What it does:** New Mexico State University is committed to providing equal employment and educational opportunities to all individuals.

**How it works:** All university employees that have a domestic partner as defined in policy 7.04 shall be provided services and benefits on the same basis provided to legal spouses.

**Who's eligible:** University employees.

**Reference:** New Mexico State University Policy Manual; Chapter 7: Benefits; 7.04 Domestic Partners. <http://www.nmsu.edu/manual/Chapter%207.pdf>

### **Questions about these policies can be directed to:**

Janet L. May  
Assistant Director Human Resources/Employee Benefits  
New Mexico State University  
Phone: (505) 646-1741  
Fax: (505) 646-2806



## Leave

### **Family and Medical Leave (Policy 6.05)**

**What it does:** The University supports a work environment that offers solutions to the complex issues individuals face in balancing their work and family commitments.

**How it works:** Family and Medical Leave (FML) provides eligible faculty and staff up to 12 workweeks (480 hours) of leave during any 12-month period for one or more of the following qualifying status changes: a serious personal health condition that prevents an employee from performing his or her job; care for a child during the first year following birth, adoption, or foster care placement; and, care for a family member who has a serious health condition. Any leave taken for one of the reasons stated above will be designated as FML. This leave will be concurrently counted toward both the 12 weeks of FML and the appropriate paid or unpaid leave balances. For additional details, see the linked reference.

**Who's eligible:** Faculty and staff

**Reference:** <http://hr.osu.edu/policy/policy605.pdf>

### **Sick Leave**

**What it does:** Faculty and staff accrue sick leave while in an active pay status for their primary university appointment. **How it works:** 9-month faculty accrue 90 hours of sick leave per year. Sick leave accrual is prorated for appointments less than full time. Sick leave accumulation is unlimited. Sick leave is charged in minimum units of one-tenth hour. An employee is charged for sick leave only for days upon which the employee otherwise would have been scheduled to work. Sick leave payment will not exceed the normal scheduled workday or work week earnings. For additional details, see the linked reference.

**Who's eligible:** Faculty and staff

**Reference:** <http://hr.osu.edu/policy/policy627.pdf> (Paid Leave Programs Policy 6.27)

### **Parental Leave**

**What it does:** This policy allows for a specified period of paid leave following the birth or adoption of a child and will run concurrently with Family Medical Leave (FML) to the extent that FML is available to the employee.

**How it works:** It is the intent of this policy to provide faculty and staff members with a paid leave benefit that may be combined with other leave programs to maximize the length of paid leave available and to supplement paid time off under Family Medical Leave (FML), in the event of a birth or the adoption of a child. For additional details, see the linked reference.

**Who's eligible:** Regular Faculty and Staff who: becomes a new parent as a birth mother, father, adoptive parent, or domestic partner; holds a regular appointment of at least 75% FTE; and, has completed at least one year of service prior to the date Paid Parental Leave is to commence. Employees who attain one year of service while on leave for the purpose of a birth or the adoption of a child will be eligible for a pro-rated portion of Paid Parental Leave.

**Reference:** <http://hr.osu.edu/policy/policy627b.pdf> (Paid Leave Programs: Parental Leave, Policy #6.27B)



## Workload Adjustment

### **Reduction in FTE**

**What it does:** If a part-time appointment was not included in the terms of hire as stated in the letter of offer, regular tenure track faculty who desire a reduced appointment (less than full-time but not less than 50% to remain on tenure track), whether temporary or permanent, must consult with the TIU head.

**How it works:** 1) *Temporary* reduction: has a specified end date with a guarantee of return to the previous FTE; and 2) *Permanent* reduction: one without a specified end date. In this situation the faculty member must understand that no right to a future change of FTE is assumed. Upon the faculty member's request, the TIU head, with the approval of the college dean, has the authority to grant a reduction in FTE. The letter directed to the dean should state all relevant information, e.g. the amount of the reduction, when it will take effect, and whether it is permanent or temporary. Probationary tenure track faculty whose appointment is less than full-time (but 50% FTE or greater) may request an extension of the probationary period.

**Who's eligible:** Faculty

**Reference:** [http://oaa.osu.edu/handbook/ii\\_reducefte.html](http://oaa.osu.edu/handbook/ii_reducefte.html) and [http://oaa.osu.edu/handbook/ix\\_extension.html](http://oaa.osu.edu/handbook/ix_extension.html)

### **Shared Position**

**What it does:** It is possible for a department to hire two individuals to share a single tenure track faculty position.

**How it works:** The position must necessarily be split 50-50 in order for both parts of the position to be tenure track. It is best to treat the two halves of the position as independent, particularly in any matter involving performance evaluation. For additional details, see the linked reference.

**Who's eligible:** Faculty

**Reference:** [http://oaa.osu.edu/handbook/ii\\_sharedposition.html](http://oaa.osu.edu/handbook/ii_sharedposition.html)

## Tenure Clock Adjustment

### **Exclusion of Time from the Probationary Period**

**What it does:** Permits the option to exclude time off the probationary period for tenure.

**How it works:** A request to exclude time from the probationary period for any reason will not be granted after a nonrenewal notice has been issued nor will previously approved requests to exclude time from the probationary period in any way limit the university's right not to renew a probationary appointment. The maximum amount of time that can be excluded from the probationary period for any reason or combination of reasons is one year for an instructor, two years for assistant professor (including time spent as an instructor) and one year for an associate professor except in extraordinary circumstances. Exceptions require the approval of the tenure initiating unit chair, dean, and executive vice president and provost. Faculty members will be reviewed annually during their probationary periods regardless of whether time is excluded from that period unless their absence from campus during an excluded period makes conduct of such a review impractical. The maximum amount of time that can be excluded from the probationary period for the birth of a child or adoption of a child under age six is one year. For additional details, see the linked reference.

**Who's eligible:** Faculty

**Reference:** [http://oaa.osu.edu/handbook/ix\\_exclusion.html](http://oaa.osu.edu/handbook/ix_exclusion.html) and <http://trustees.osu.edu/rules6/ru6-03.html>

### **Dual Career Hiring**

#### **Policy Name**

**What it does:** The successful recruitment of well-qualified faculty often requires that the university must accommodate a dual career couple.

**How it works:** The Office of Academic Affairs expects deans and department chairs to cooperate willingly, constructively and in good faith with the hiring unit for the target candidate to accommodate the other half of the academic couple.

**Who's eligible:** Faculty.

**Reference:** [http://oaa.osu.edu/handbook/ii\\_dualcareerhire.html](http://oaa.osu.edu/handbook/ii_dualcareerhire.html)

### **Domestic Partner Policy**

#### **Domestic Partners and Sponsored Dependents**

**What it does:** The university offers many benefits, programs, and services for those in same-sex domestic partner relationships and for Sponsored Dependents, including opposite-sex domestic partnerships.

**How it works:** For some benefits, programs, and services, an Affidavit of Domestic Partnership or an Affidavit of Sponsored Dependency must be filed. The forms can be found here:

<http://hr.osu.edu/hrpubs/forms.htm#domesticpartnership> and

<http://hr.osu.edu/hrpubs/forms.htm#sponsoreddependents>. For additional details, see the linked references.

**Who's eligible:** Not specified.

**Reference:** <http://hr.osu.edu/benefits/dompa-ss.htm>, <http://hr.osu.edu/benefits/dompa-sd.htm>, and <http://hr.osu.edu/events/domesticpartner.htm>

#### **Questions about these policies can be directed to:**

Barbara R. Snyder, Joanne W. Murphy/Classes of 1965 & 1973 Professor of Law  
Executive Vice President and Provost  
Office of Academic Affairs  
203 Bricker Hall  
190 North Oval Mall  
Columbus, Ohio 43210

## Leave

### **Sick Leave**

**What it does:** Provides paid leave for personal illness or injury, for personal medical and dental appointments, for any approved family and medical leave, and for the illness or injury of a member of the immediate family or household. For these purposes, the immediate family is defined as spouse, domestic partner, child, and parent. Household includes anyone maintaining a family relationship living in an employee's home. Pregnancy and related illnesses shall be considered by the university as any other medical condition and will merit leave consideration as such. Up to six weeks of sick leave may be taken for the medical condition resulting from a normal delivery. Use of additional sick leave necessitated by medical complications requires an order from the employee's physician.

**How it works:** Faculty shall be granted both non-accruable and accruable sick-leave benefits. These benefits will be implemented in accordance with administrative guidelines authorized by the Chancellor of Southern Illinois University at Carbondale and approved by the President of the Southern Illinois University System. See the reference for additional details on accruable and non-accruable sick-leave benefits.

**Who's eligible:** Faculty with continuing appointments.

**Reference:** <http://www.siu.edu/~docedit/policies/leavefap.html>

### **Family and Medical Leave**

**What it does:** Family and medical leave may be taken for serious health conditions as defined in <http://www.siu.edu/~docedit/policies/fmlv.html>.

**How it works:** An employee requesting leave must complete an Absence Request or an Absence without Pay form or both and indicate "Family and Medical Leave" as the reason for the absence. The form(s) must be returned to the departmental supervisor, with a copy submitted to Human Resources/Personnel Services, which will inform the employee in writing of his/her rights and obligations under FMLA and will also record the 12-month eligibility period for each employee and the amount of leave taken during a given year. Employees requesting unpaid family and medical leave should contact Human Resources/Personnel Services regarding continuation of benefits coverage. See reference for additional details.

**Who's eligible:** FMLA eligible employees.

**Reference:** <http://www.siu.edu/~docedit/policies/fmlv.html>

## Workload Adjustment

### **Family and Medical Leave – Intermittent or Reduced-Leave**

**What it does:** Family and medical leave may be taken on an intermittent or reduced-leave schedule.

**How it works:** Requests for an intermittent or reduced-leave schedule are subject to the approval of Human Resources/Personnel Services and will be considered on a case-by-case basis, taking into consideration such factors as the medical necessity of such leave and the effect on the operations of the department.

**Who's eligible:** FMLA eligible employees.

**Reference:** <http://www.siu.edu/~docedit/policies/fmlv.html>

### **Tenure Clock Adjustment**

#### **Extension of Probationary Period**

**What it does:** Under circumstances of an exceptional nature, an assistant professor may apply for an extension of the tenure probationary period.

**How it works:** The application must be made before the fifth year of the probationary period begins, and it must provide the reason for the request and evidence that the faculty member has to date made satisfactory progress toward tenure. The application will be reviewed by the department chair whose recommendation will be forwarded to the dean. the dean will make his/her recommendation to the Provost and Vice Chancellor, who will have final authority. In the case of the School of Medicine, the dean will make his/her recommendation to the chancellor. If the application for extension is denied, the faculty member may then follow the established grievance procedure.

**Who's eligible:** Tenure track faculty

**Reference:** <http://www.siu.edu/~docedit/policies/tenure.html>

### **Domestic Partner Policy**

#### **Domestic Partner Policy**

**What it does:** Extends recognition of any domestic partnership meeting the eligibility criteria and offers certain benefits to domestic partners of Southern Illinois University Carbondale employees.

**How it works:** The domestic partner must be of the same sex. Employees who wish to be considered for use of the Domestic Partner Benefit Program must complete the "[Statement of Domestic Partnership](#)" and submit it to Human Resources. The statement and the information obtained will be kept confidential insofar as the law allows.

The benefits that are provided are those controlled solely by Southern Illinois University Carbondale. Benefits provided by the State of Illinois or any third party are not included in this program. See the reference for a list of benefits offered by Southern Illinois University Carbondale; definitions have been amended to include domestic partners.

**Who's eligible:** All employees in domestic partnerships as defined by the policy.

**Reference:** <http://www.siu.edu/~docedit/policies/domesticpartners.htm>

#### **Questions about these policies can be directed to:**

John M. Dunn

Provost and Vice Chancellor

Southern Illinois University Carbondale

Anthony Hall Room 125, Mailcode 4305

Carbondale, IL 62901-4305

Phone: (618) 453-5744

Fax: (618)453-1478

[jmdunn@siu.edu](mailto:jmdunn@siu.edu)

## Leave

### **Sick Leave**

**What it does:** Sick leave is provided by the University for the income protection of employees when they must take time away from work for medical reasons. Sick leave may also be used for anyone who resides in the same household as the employee.

**How it works:** To be eligible for sick leave benefits, employees must notify their department heads or supervisors of illness as early as possible in advance of their scheduled time of duty. For additional details, see the linked references.

**Who's eligible:** Faculty.

**Reference:** <http://www.uab.edu/images/provost/APUP/Handbook.pdf> (Sick Leave 7.3) and <http://main.uab.edu/show.asp?durki=44445>

### **Family and Medical Leave Act**

**What it does:** The Family and Medical Leave Act (FMLA) provides for unpaid leave for some employees to deal with medical or other family problems.

**How it works:** Granting of the family and medical leave of absence is not automatic. The employee must apply for the leave of absence through his or her supervisor or department head using the form available from Human Resource Management and must provide appropriate documentation such as a certification from a healthcare provider or documentation related to adoption or foster care placement. In the case of serious health conditions of the employee, spouse, parent, or child, leave will be approved only for the length of time certified in writing by the person's health-care provider to a maximum of 12 work weeks for family-related health conditions and to a maximum of 16 work weeks for employee health conditions. Any family and medical leave of absence time used (both for the employee's health condition and for family-related reasons) counts toward the total available for use by the employee for family-related reasons during that twelvemonth period. In the case of leave for a health condition of the employee, upon return to work the employee must submit a health-care provider's statement certifying the employee's physical ability to perform, with or without reasonable accommodation, the essential functions of the position previously held. See the linked reference for details.

**Reference:** <http://www.iss.uab.edu/Pol/FamilyLvFtab.pdf> and <http://www.uab.edu/images/provost/APUP/Handbook.pdf> (Family and Medical Leave of Absence 7.5.2)

## Workload Adjustment

### **Re-Employment of UAB Retirees**

**What it does:** When an employee retires from UAB, the employee/employer relationship between the employee and UAB is severed. On rare occasions, it may be in the best interest of UAB to allow the retiree to return to UAB's employ on a part-time basis.

## University of Alabama, Birmingham (cont)

**How it works:** Guidelines are provided to maintain consistency on the part of UAB as an employer and to avoid charges of discrimination or favoritism. UAB retirees, if re-employed, must be classified as Irregular employees (Employment Status 04). This is a non-benefits-earning status. In all cases, departments wishing to employ a UAB retiree must obtain prior written approval from the appropriate vice president, the Provost, or the CEO of the UAB Health System. The request for approval must include the following: a) Statement of work to be performed; b) Statement of circumstances justifying the employment; c) Compensation to be paid to the retiree per month; d) Number of hours to be worked by the retiree per month; and, e) Statement indicating that the retiree has been counseled concerning potential loss of retirement benefits if total amount earned exceeds applicable maximums. The appropriate vice president, the Provost, or the CEO of the UAB Health System shall be responsible for insuring that any proposed retiree re-employment that requires Board of Trustees approval is sent to the UAB President for forwarding to the Chancellor. For additional details, see the linked reference.

**Who's eligible:** Faculty

**Reference:** <http://www.iss.uab.edu/Pol/RetireesRtab.pdf>

### **Tenure Clock Adjustment**

*(Pending System Board Approval)*

### **Questions about these policies can be directed to:**

Dr. Rosalia N. Scripa  
Associate Provost, Undergraduate Programs  
Administration Building  
AB 770J  
1530 3rd Ave. S  
Birmingham, AL 35294-0107  
Phone: (205) 934-0513; Fax: (205) 975-7677  
rscripa@uab.edu

## Leave

### **Sick Leave**

**What it does:** Permits paid leave for illness.

**How it works:** Only certain groups of academic appointees accrue sick leave credit, but leave with pay for reason of illness may be approved for appointees who do not accrue sick leave. Those who are eligible to accrue sick leave accumulate one day per month for full-time service. Academic units are required to maintain records of the accrual and use of sick leave for unit academic appointees in the eligible groups. Academic appointees who do not accrue sick leave are required to obtain approval for leave with pay for reason of illness for seven working days or less from their department head. The appointee should fill out the Sabbatical Leave/Special Leave of Absence (**Form UPAY 573-9**) and submit it to the department head for approval and retention. If the absence exceeds seven working days, approval must be obtained from the Chancellor. In this case, the department fills out the Sabbatical Leave/Special Leave of Absence form and forwards it to Academic Personnel via the dean. This form is also used if the leave is for an extended period of time without salary.

**Who's eligible:** Varies.

**References:** [http://www.ap.uci.edu/APP/7-10\\_leaves.html#Vacation](http://www.ap.uci.edu/APP/7-10_leaves.html#Vacation) and <http://www.ucop.edu/acadadv/acadpers/apm/apm-710.pdf>

### **Childbearing Leave**

**What it does:** Grants paid leave for the purpose of childbirth and recovery.

**How it works:** It usually lasts about one quarter but may be extended due to medical reasons (APM Policies 133-17-e, 710-8-a, 760-26). Academic appointees applying for Childbearing Leave should complete the Sabbatical Leave/Special Leave of Absence form.

**Who's eligible:** Women faculty.

**Reference:** [http://www.ap.uci.edu/APP/7-10\\_leaves.html#Childbear\\_rear](http://www.ap.uci.edu/APP/7-10_leaves.html#Childbear_rear) and <http://www.ucop.edu/acadadv/acadpers/apm/apm-760.pdf>

### **Parental Leave**

**What it does:** Provides leave without salary granted for the purpose of child care

**How it works:** Normally, this leave combined with Childbearing Leave and/or Active Service-Modified Duties may not exceed one year for each birth or adoption (APM Policies 133-17-e and 760-27). Academic appointees who wish to apply for Parental Leave should complete the Sabbatical Leave/Special Leave of Absence form marking "Other" as the type of leave and specifying "Parental Leave" as the purpose of the leave. Parental leaves should be requested at least three months in advance, if possible.

**Who's eligible:** Faculty

**Reference:** [http://www.ap.uci.edu/APP/7-10\\_leaves.html#Childbear\\_rear](http://www.ap.uci.edu/APP/7-10_leaves.html#Childbear_rear) and <http://www.ucop.edu/acadadv/acadpers/apm/apm-760.pdf>



## Workload Adjustment

### **Active Service-Modified Duties**

**What it does:** Permits active employees (not on leave) to modify their duties.

**How it works:** For most appointees, this means a period in which the faculty member does not teach. This time will immediately precede or immediately follow a birth or adoption and may be granted to any academic appointee who has **primary** responsibility for the child. The total period of Active Service-Modified Duties or Childbearing Leave plus Active Service-Modified Duties may not exceed two quarters for each birth or adoption (APM Policy 760-28). Academic appointees who wish to request Active Service-Modified Duties should discuss the proposed duties with the department chair, then complete the Modified Duties Request/Certification (**Form UCI-AP-91**).

**Who's eligible:** Faculty with primary responsibilities for a new child.

**Reference:** [http://www.ap.uci.edu/APP/7-10\\_leaves.html#Childbear\\_rear](http://www.ap.uci.edu/APP/7-10_leaves.html#Childbear_rear) and <http://www.ucop.edu/acadadv/acadpers/apm/apm-760.pdf>

## Tenure Clock Adjustment

### **Extension of the Probationary Period**

**What it does:** Extends the maximum time permitted pre-tenure in certain titles for purposes of childrearing.

**How it works:** Mothers and fathers, adoptive or natural, who have primary responsibility for care of an infant or newly adopted child under the age of five are eligible to request this extension. Such requests must be made within two years of the birth or adoption of the child and must be approved by the Chancellor. Academic appointees who wish to apply for an extension of the probationary period due to **primary** childcare responsibility should complete the Childrearing Exclusion Request/Certification (**Form UCI-AP-92**). For determining years toward the eight-year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the tenure clock may not exceed two years.

**Who's eligible:** Faculty with primary responsibility for the care of a new child.

**Reference:** <http://www.ucop.edu/acadadv/acadpers/apm/apm-710.pdf>, <http://www.ucop.edu/acadadv/acadpers/apm/apm-133.pdf> and [http://www.ap.uci.edu/APP/7-10\\_leaves.html#Childbear\\_rear](http://www.ap.uci.edu/APP/7-10_leaves.html#Childbear_rear)

## Dual Career Hiring

### **Career Partners Program-FTE**

**What it does:** Provides one option for hiring the spouse/partner of a faculty member.

**How it works:** Funding for Career Partners is accomplished through a three-way partnership: 1. the recruiting unit of the primary appointee provides 1/3 FTE; 2. the host unit of the spouse/partner provides 1/3 FTE; and, 3. the Office of the Executive Vice Chancellor provides 1/3 FTE. When the Career Partners Program involves collaboration with the College of Medicine, the partial FTE provided by a general campus unit and by the Executive Vice Chancellor must be filled in a general campus unit. Should a Career Partner recruitment prove unsuccessful, or if a Career Partner incumbent leaves UCI, the partial FTE's supporting the position will revert to their originating units. After the primary recruiting unit and the partner's unit have agreed to pursue the Career Partner hire, the Chair of the primary unit should submit a request to the Executive Vice Chancellor for the final 1/3 FTE. Once the Executive Vice Chancellor has approved the request for the final 1/3 FTE, the recruiting and co-sponsoring units will be authorized to proceed with the Career Partner appointment according to existing campus procedures.



**Who's eligible:** Meritorious spouses/partners of faculty.

**Reference:** <http://www.ap.uci.edu/programs/careerpart/CareerPartners-FTE.html>

### **Career Partners Program-Interim Funding**

**What it does:** Provides a temporary option for hiring the spouse/partner of a faculty member.

**How it works:** Academic units may request Interim Funding Assistance from the Office of Academic Affairs to support the transitional employment needs of academically qualified spouses/partners of new ladder-rank faculty at UCI. The recruiting department should make efforts to assist the spouse/partner in seeking permanent academic positions outside of UCI if the department is unable to continue the appointment. In all cases, commitments by the Office of Academic Affairs for interim funding will not exceed a period of two years. Transitional employment opportunities for academically qualified spouses/partners may include appointments as Lecturers or appointments in research-related positions. Funding for Interim Funding Assistance is accomplished through a three-way partnership, although not necessarily in equal amounts, from the following units: 1. the recruiting unit (the department/school that houses the ladder-rank appointee); 2. the host unit(s) for the spouse/partner; and, 3. the Office of Academic Affairs. Proposals may be submitted at any time during the academic year. Development of the proposal requires collaboration between the recruiting department and the unit proposed to host the spouse/partner. The final proposal should be submitted by the Dean for the academic unit that recruited the ladder-rank faculty member. Once the host unit for the spouse/partner is notified of an approved funding request, it should begin preparation of the appropriate dossier in support of the proposed appointment for the spouse/partner. As with all faculty appointments, units must forward the dossier through the Dean's office to the Office of Academic Personnel. A copy of the approval letter for Interim Funding Assistance should be included in the file.

**Who's eligible:** Meritorious spouses/partners of faculty

**Reference:** <http://www.ap.uci.edu/programs/careerpart/CareerPartners-interim.html>

### **Domestic Partner Benefits**

**What it does:** Defines same-sex and opposite-sex domestic partnerships and the benefits to which they are eligible.

**Reference:** [http://atyourservice.ucop.edu/forms\\_pubs/misc/bdp.pdf](http://atyourservice.ucop.edu/forms_pubs/misc/bdp.pdf)

### **Questions about these policies can be directed to:**

Herbert P. Killackey

Associate Executive Vice Chancellor

hkillack@uci.edu

Phone: (949) 824-7371

Fax Number: (949) 824-2438

## Leave

### **Policy on Family and Medical Leave for Faculty (11.8.1)**

**What it does:** The FMLA provides eligible employees up to 60 days of unpaid leave within a 12-month period for the following reasons: birth of the faculty member's child; the placement of a child with the faculty member for adoption or foster care; the need to take care of the faculty member's child within a twelve (12) month period from birth or placement; the need to take care of the faculty member's immediate family member who has a serious health condition; and the serious health condition of the faculty member.

**How it works:** As the policy states, "UMBC is committed to providing a workplace that accommodates faculty members' needs to provide care for themselves and for their family members." A faculty member should work with their Chair in order to develop a family support plan, which may include collegially supported leave, a redistribution of duties, creditable sick leave, formal family and medical leave, or annual and personal Leave. The various types of leave options is described in the Faculty Handbook.

**Who is eligible:** Faculty

**Reference:** <http://www.umbc.edu/provost/FacHandbook010705.pdf> (UMBC Faculty Handbook, page 115)

## Workload Adjustment

### **Intermittent or Reduced Leave**

**What it does:** In the case of a documented medical necessity, a faculty member shall be entitled to intermittent leave and/or a reduced schedule that reduces regular hours per workday or workweek for purposes of the faculty member's or the immediate family member's serious health condition.

**How it works:** The faculty member shall attempt to schedule intermittent leave or leave on a reduced schedule so as not to substantially disrupt the academic program or unit of which the faculty member is a part. A faculty member may be granted leave that reduces regular hours per workday or workweek for reasons of childbirth, placement with the faculty member of a child for adoption or foster care, or care for a newborn child to the extent that the intermittent or reduced leave does not represent an undue hardship on the academic program or unit of which the faculty member is a part. The Chief Executive Officer or designee may temporarily reassign a faculty member on intermittent or reduced F&M leave to an alternative position that better accommodates reduced or intermittent periods of leave.

**Who's eligible:** Faculty

**Reference:** <http://www.umbc.edu/provost/FacHandbook010705.pdf>, BOR Policy II-2.31 *Policy on Family and Medical Leave for Faculty* (UMBC Faculty Handbook, page 121)

### **Part-Time Tenure Track**

The Board of Regents for the University System of Maryland permits faculty to be appointed part-time as tenure-track or tenured faculty

[<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionII/III10.html>] (Board of Regents Policies and Procedures II-1.10; Approved by the Board of Regents, April 26, 1990), stating: *An institution may employ tenure-track and tenured faculty members on a part-time basis. In order to be considered tenure-track or to be granted tenure, a part-time faculty member's commitment shall be at least fifty percent time.*

University of Maryland, Baltimore County (cont)

**However**, UMBC's statement on recruitment and appointment of part-time faculty states: Unless clearly spelled out to the contrary in the letter of appointment, **all part-time appointments are for one semester only** (or one Special Session term). **Part-time appointments are not normally tenure-track appointments** and, as such, would not count in the probationary period toward tenure in the event of a subsequent full-time, tenure-track appointment.

**Reference:** <http://www.umbc.edu/provost/FacHandbook010705.pdf>

**Questions about these policies can be directed to:**

Dr. Marilyn Demorest  
Vice Provost for Faculty Affairs  
Professor of Psychology  
UMBC, 1000 Hilltop Circle  
Baltimore, MD 21250  
410-455-3150

## Leave

### **Sick Leave**

**What it does:** Sick leave means the period of time during which the employee is incapacitated or unable, due to illness or injury, to perform the regularly assigned duties of his or her position.

**How it works:** The period of time will begin and end when medically indicated to the satisfaction of the appropriate supervisor and/or administrative office. Disability absences caused or contributed to by pregnancy, childbirth, and recovery are considered to be sick leave. Eligible employees may choose to take any available sick leave balance for all or part of the unpaid Family/Medical Leave under certain circumstances. Sick leave should be requested in advance when possible (e.g., elective surgery, medical appointments). In the case of illness, injury, emergency, or any other absence not approved in advance, employees are required to inform the supervisor of the circumstances as soon as possible. (A sample [Request for Leave form](http://hr.unl.edu/forms/word/rleave.doc), is available on the Human Resources website (<http://hr.unl.edu/forms/word/rleave.doc>).

**Who's eligible:** Not specified

**References:** <http://www.nebraska.edu/hr/EmployeePolicyManual.pdf> and <http://bf.unl.edu/hrpolicy/OtherLeaves.shtml>

### **Parental Leaves**

**What it does:** The following Parental Leave Policies are intended to establish and clarify the leaves available to University staff in cases of pregnancy, childbirth, and adoption. University staff is eligible for paid leave for such absences under the provisions of the applicable leave policy. Leave requirements will vary depending upon each employee's individual circumstances, and the advice of an attending physician or other licensed health care provider will normally determine the appropriate length of leave. An **eight-week** total leave period for pre-partum and postpartum care and recovery, during which time the employee will be excused from all duties, will be considered normal; however, more or less leave time may be taken based upon individual health circumstances.

**Reference:** <http://www.unl.edu/svcaa/hr/policies/parentalleave.shtml>

**Paternal Leave to Provide Care/Assistance to Mother and/or Child** For those employees who wish to take leave upon the birth of a child because the health of the employee's spouse or child requires the employee's presence, or because such presence would be beneficial to the employee's spouse or child, up to five days paid leave may be taken, chargeable to either sick leave or disability leave depending on the employee's appointment category.

**Adoption Leave** A newly adoptive parent, who is the primary care giver may take up to eight weeks paid leave upon adoption of a child to provide care and assistance to the child chargeable to either sick leave or disability leave depending on the employee's appointment category. The declaration of which parent is the primary care giver is made by the adopting parents. The non-primary caregiver of the adopted child may take up to five days paid leave to provide assistance in the care of the child.

Adoption Leave Request Form Any parental leaves taken in accordance with the above parental leave policies are, by definition, related to qualifying events under the Family Medical Leave Act (FMLA), and will therefore be considered part of the twelve week FMLA leave period.

## **Workload Adjustment**

### **Partial Retirement**

**What it does:** Provides senior members of the faculty with increased career flexibility.

**How it works:** At the discretion of the Board, employment status may be at a reduced-time partial retirement appointment. Any partial retirement appointment shall be subject to all of the requirements of the Bylaws of the University of Nebraska Board of Regents with respect to terms and conditions of employment and mandatory retirement.

For more information on partial retirement contact your affiliated Deans office or the office of the Vice Chancellor for Academic Affairs (<http://www.unl.edu/svcaa/index.shtml>). The Partial Retirement Contract (pdf) can be found here: <http://www.unl.edu/svcaa/pdfs/partialretirecontract.pdf>

**Who's eligible:** Faculty members who have completed at least ten years of service to the University, and who have attained the age of 55.

**Reference:** <http://www.unl.edu/svcaa/hr/policies/partialretire.shtml>

## **Tenure Clock Adjustment**

### **Interruptions in Pre-tenure Probationary Period**

**What it does:** Under unusual circumstances, faculty on tenure-leading lines may, during the first five years of the probationary period, request either a Specific Term appointment be written for service below 100%, or that they be given a Special appointment rather than a Specific Term appointment.

**How it works:** The effect of each of these options is to provide the faculty member with a period of time that is not included in the pre-tenure probationary period. Interruption of the probationary period may be requested for personal reasons (e.g., new child in the family, severe illness), but generally not for circumstances under the control of the University (e.g., undertaking administrative assignments, lack of adequate facilities). Requests for interruption of the probationary period must be initiated in writing by the faculty member and recommended for approval by the unit administrator (chairperson/head/director) in consultation with the unit's Tenure Committee. Approvals by the Dean, the appropriate Vice Chancellor, and the Chancellor are also required. Requests must be made as soon as is reasonable under the circumstances taking into account the nature of the reason for requesting an interruption and the reason for the delay, if any, in making such request. Ordinarily a faculty member will develop the request in consultation with the unit's administrator.

**Who's eligible:** Faculty

**Reference:** <http://www.unl.edu/svcaa/hr/tenure/pretenure.shtml>

**Specifically with respect to leave associated with the birth of a child**, any untenured but tenure-line female faculty member who has been granted a paid or unpaid leave of absence related to giving birth, and that the primary caregiver of a newly adopted child who has been granted a paid or unpaid leave of absence related to the adoption, has **the option of requesting an extension of the tenure probationary period and that this request ordinarily must be granted**. In practice, this policy provides any woman with the option of delaying the tenure clock due to the birth of her child and provides a primary caregiver of a newly adopted child the same option. Ordinarily, we would assume that such a request will result in deferral of the required tenure review by one full year, although in every case a specific plan for extension must be formally proposed and officially approved, as per the guidelines already in place. The request for an extension of the probationary period must be made not later than one year after the birth of the child.

**Reference:** <http://www.unl.edu/svcaa/hr/policies/parentalleave.shtml>

## Leave

### **Sick Leave (7.63.10)**

**What it does:** If accident or sickness renders any faculty member temporarily incapable of performing his/her duties, sick leave shall be granted by the University (additional details can be found in the linked reference)

**How it works:** A faculty member who has used his/her entire sick leave allowance and is still unable to resume his/her duties, shall either apply for a leave, with or without pay, or resign. Final determination of his/her status shall rest with the President. The granting of leave for incapacity involving unusual circumstances, shall be at the discretion of the President.

**Who's eligible:** Faculty

**Reference:** [http://www.uri.edu/facsen/CHAPTER\\_7b.html](http://www.uri.edu/facsen/CHAPTER_7b.html)

### **Paid Parental Leave**

**What it does:** An employee may, upon request, take up to six weeks' leave with pay related to the arrival of a new child.

**How it works:** Parenting leaves should be requested at least 30 days in advance, if possible. The faculty member requesting parental leave should make the request in writing to the Department Chair, who will approve the leave in cooperation with the Dean and Provost. The employee does not need to document disability/illness during this six-week period. The beginning of the leave must be taken within a 6 month period relative to the arrival of the child. The Parent Advocate in Human Resources may be a resource at any point in this process. Faculty are encouraged to begin consulting with the Parent Advocate in Human Resources as early in the process as they can.

**Who's eligible:** Faculty members with one year or more of service.

**Reference:** <http://ww2.wdg.uri.edu:81/testsite/index.php?id=1092>

### **Unpaid Family Leave with No Interruption in Benefits**

**What it does:** In accordance with the Rhode Island Parental and Family Medical Leave Act of 1987 (PFMLA), and the Federal Family and Medical Leave Act of 1993 (FMLA), employees are eligible for up to 13 weeks of unpaid leave. Employee health benefits must be maintained for duration of this leave.

**How it works:** Entitles employees, upon advance notice to his or her employer, to thirteen (13) consecutive work weeks of parental leave or family leave in any two (2) calendar years. The employee shall give at least thirty (30) days notice of the intended date upon which parental leave or family leave shall commence and terminate, unless prevented by medical emergency from giving the notice. The director shall promulgate regulations governing the form and content of the employee's notice to the employer. For additional details see *Rhode Island Parental Family and Medical Unpaid Leave Act; Section 28-48-2*, which can be found through the linked reference.

**Who's eligible:** Every employee who has been employed by the same employer for twelve (12) consecutive months.

**Reference:** <http://ww2.wdg.uri.edu:81/testsite/index.php?id=1092>

### **Additional Parental Leave Without Pay**

Beyond the 13 weeks provided for by law, the employee is also eligible for additional unpaid parental leave up to a total of one year.

**Reference:** <http://ww2.wdg.uri.edu:81/testsite/index.php?id=1092>



### **Workload Adjustment**

#### **Full-Time Active Service With Modified Duties**

**What it does:** If the faculty member does not opt to take a full semester for parental leave (either before or after the arrival of a child), a period of full-time Active Service with Modified Duties shall be granted on request.

**How it works:** The terms and conditions of the modified duties shall be mutually agreed upon by the employee and the department chair, in consultation with the Dean and Provost. HRA's Parent Advocate can also serve as a resource for determining appropriate Modified Duties. Requests for a period of Active Service with Modified Duties shall be circulated in writing, and shall include a statement describing the modified duties subject to approval. Given the academic semester calendar, modification of duties will normally entail either partial or full release from classroom teaching. Examples of modified duties and additional details can be found through the linked reference.

**Who's eligible:** Faculty

**Reference:** <http://ww2.wdg.uri.edu:81/testsite/index.php?id=1092>

#### **Part-Time Active Service with Reduced Workload:**

**What it does:** In addition, and under the same conditions, a faculty member may request a Reduced Workload in which partial duties are resumed and salary is adjusted accordingly, as arranged by the faculty member, Department Chair, Dean, and Provost. Requests for Reduced Workloads may be granted for more than one partner at a time, if both partners work for the University.

### **Tenure Clock Adjustment**

#### **"Stops" in the Tenure Probationary Period for Tenure-Track Faculty**

**What it does:** Parental leave will result in a temporary "stop" on the tenure clock *without prejudice*, upon request of the faculty member.

**How it works:** Such "stops" can be taken in one-year increments. Alternatively, if a faculty member chooses, within six months of return to full-time services he or she may elect in writing to have the leave time count as a part of the tenure probationary period. This must be approved by necessary parties. If the faculty member does not seek parental leave, the faculty parent may nonetheless elect to stop the tenure clock for one year. Necessary parties must be notified in writing within six months of the arrival of a child.

**Who's eligible:** Faculty

**Reference:** <http://ww2.wdg.uri.edu:81/testsite/index.php?id=1092>

**Additionally,** time spent on leave of absence shall not be credited toward tenure (7.42.13), per the University Manual, Chapter 7: Faculty and Staff; [http://www.uri.edu/facsen/CHAPTER\\_7a.html](http://www.uri.edu/facsen/CHAPTER_7a.html)

### **Dual Career Hiring**

#### **Dual Career Partners**

**What it does:** Currently, placement of partners occurs informally.

**How it works:** The chair of the search committee of the partner's hiring department should receive a CV and all relevant documentation to distribute to appropriate departments, for those seeking an academic appointment at URI.

**Who's eligible:** Not specified.

**Reference:** <http://ww2.wdg.uri.edu:81/testsite/index.php?id=551>

### **Domestic Partner Policy**

#### **Domestic Partner for Health Insurance Coverage**

**What it does:** The state of Rhode Island has passed legislation (Section 36-12-1(3) of the General Laws in Chapter 36-12 entitled “Insurance Benefits”). This legislation allows state of Rhode Island employees who are already eligible for health insurance benefits to add their domestic partner to their health insurance plan.

**How it works:** “Dependents” means an employee’s spouse, domestic partner and unmarried children under nineteen (19) years of age. Additional details are available at the linked reference.

**Who’s eligible:** Benefits eligible employees.

**Reference:** [http://www.uri.edu/human\\_resources/domesticpartner.htm](http://www.uri.edu/human_resources/domesticpartner.htm)



## Leave

### **Sick Leave**

**What it does:** Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when the employee is needed to care and assist a member of his immediate family who is actually ill.

**How it works:** Sick leave will be accrued at the rate of eight hours per month for full time service. Part time regular employees (minimum of twenty hours per week) will accrue a proportionate amount of sick leave based upon the percentage of employment. Employees shall receive their full sick leave entitlement for each month or partial month actually worked regardless of the date of employment or termination. There is no maximum amount of paid sick leave that may be accrued. For additional details, please see the linked reference.

**Who's eligible:** Regularly appointed employees who are appointed to work twenty hours or more per week and for at least four and one half months are eligible for paid sick leave from the first day of employment. This includes faculty, Administrative/Professional and Classified Employees.

**Reference:** [http://hoop.utep.edu/Section\\_VI-Employee\\_Benefits.htm#Chapter3](http://hoop.utep.edu/Section_VI-Employee_Benefits.htm#Chapter3)

### **Absences and Leaves for Faculty: Illness and Emergency (4.9.1)**

**How it works:** In the event of illness or other personal emergency, the faculty member shall notify the department Chairman or the department Office as soon as possible so that arrangements may be made for the teaching of his/her classes and disposition of his/her other duties. In the event that illness or incapacity will be prolonged, arrangements for carrying on the faculty member's usual duties must be made through appropriate administrative channels. Sick leave for all faculty members shall be as provided by state law and the required record of sick leave taken shall be maintained by the department office for reporting in accordance with University policy.

**Who's eligible:** Faculty

**Reference:** [http://hoop.utep.edu/Section\\_III-Academic\\_Affairs.htm#Subchapter\\_4.9](http://hoop.utep.edu/Section_III-Academic_Affairs.htm#Subchapter_4.9)

## Tenure Clock Adjustment

### **Tenure, Promotion, and Termination of Employment**

**What it does:** Establishes rules for tenure, promotion, and termination of employment.

**How it works:** Only full-time service in the academic ranks of Professor, Associate Professor, Assistant Professor, and Instructor, or any combination thereof, shall be counted toward calculation of the maximum probationary period related to the acquisition of tenure. **Periods during which a faculty member is on leave of absence shall not be counted toward fulfillment of the maximum probationary period.** The maximum period of probationary faculty service in nontenure status in any academic rank or combination of academic ranks shall be seven years of full-time academic service. No later than August 31 of the sixth academic year of the probationary period, all nontenure faculty serving in a rank which accrues time toward period shall be given notice that the seventh academic year will be the terminal year of employment or that beginning with the subsequent academic year tenure will be granted. In the event that the employment of a non-tenured faculty member is to be terminated prior to the end of the maximum probationary period, notice shall be given. For additional details, please see the linked reference.

**Who's eligible:** Faculty

**Reference:** [http://hoop.utep.edu/Section\\_III-Academic\\_Affairs.htm#Subchapter\\_4.4](http://hoop.utep.edu/Section_III-Academic_Affairs.htm#Subchapter_4.4)

## Leave

### **Family Leave (without Pay)**

**What it does:** The UW's family leave policy permits faculty to request a temporary leave to care for infants, newly adopted children, or seriously ill family members. The temporary leave may be full-time without pay or part-time with prorated pay. Temporary leave is initially available for up to six months and is renewable after review. Full- or part-time leaves for infant care may not be extended beyond two years.

**How it works:** Leave is requested through the department chair and the dean.

**Who's eligible:** Faculty with care-giving needs defined by the Family and Medical Leave Act.

**Reference:**

[http://www.washington.edu/admin/acadpers/policies/leaves\\_med\\_fam\\_ten.html#Family%20Leave%20Without%20Pay](http://www.washington.edu/admin/acadpers/policies/leaves_med_fam_ten.html#Family%20Leave%20Without%20Pay)

### **Medical Leave (with Pay)**

**What it does:** Employees may use sick leave for personal medical reasons, including those related to pregnancy and childbirth. Paid sick leave is not available for adoptive mothers. Paid sick leave may be used for long term care of an ill child.

**How it works:** Faculty do not accrue leave, but have ninety days available to them each year for sick leave if a doctor deems leave medically necessary. Leave is requested through the department chair and the dean.

**Who's eligible:** Any faculty scheduled to teach.

**Reference:**

[http://www.washington.edu/admin/acadpers/policies/leaves\\_med\\_fam\\_ten.html#Medical%20Leave%20With%20Pay](http://www.washington.edu/admin/acadpers/policies/leaves_med_fam_ten.html#Medical%20Leave%20With%20Pay)

## Workload Adjustment

### **Permanent Part-Time Tenure Track**

**What it does:** Assists faculty in balancing academic careers with other life responsibilities by permitting faculty to work less than full-time.

**How it works:** The part-time tenure-track option prorates the time to tenure and provides full benefits to faculty with appointments of 50 percent or more. Probationary faculty have a maximum of nine years to attain tenure. Part-time appointments are permanent and part-time faculty must apply for open full-time positions if they desire to become full-time.

**Who's eligible:** All tenure-track faculty.

**Reference:** <http://www.washington.edu/admin/acadpers/procedures/assistantprofessors.html#part-time>

### **Transitional Support Program**

**What it does:** Provides temporary support to faculty members who are dealing with major, potentially career-threatening crises, such as severe or acute personal illness extending beyond the standard disability coverage, severe or acute family illness, childbirth complications, or other critical situations. The program is meant to allow faculty to maintain research productivity while managing personal and professional transitions.

**How it works:** Types of support provided include funding for release time from teaching and research personnel, such as graduate students or postdoctoral assistants. Requests go to the Provost's Office with a letter of support from the department chair.

**Who's eligible:** All faculty dealing with major life transitions.

**Reference:** [http://www.washington.edu/admin/acadpers/resources/transitional\\_support.html](http://www.washington.edu/admin/acadpers/resources/transitional_support.html)

### **Tenure Clock Adjustment**

#### **Tenure-Clock Extension**

**What it does:** The policy aims to "assist faculty women and men who become parents or are needed to care for a family member" and to provide temporary relief when a serious health condition affects a faculty member's ability to perform his or her job.

**How it works:** The UW does not count a year that includes six months or more of medical or family leave as a year toward mandatory tenure review, but the department chair must initiate the tenure clock recalculation by notifying the dean. A faculty member may also request that the tenure clock be extended when he or she becomes a parent but chooses to take less than six months' leave, or when illness or other family-care responsibilities interrupt the individual's regular dedication to teaching or scholarship. Faculty members may also ask for a tenure-clock extension for work-related reasons such as a lack of lab or office space. Requests go through the department chair to the dean to the provost.

**Who's eligible:** All permanent pre-tenure ladder faculty.

**Reference:**

[http://www.washington.edu/admin/acadpers/policies/leaves\\_med\\_fam\\_ten.html#Tenure%20Extension](http://www.washington.edu/admin/acadpers/policies/leaves_med_fam_ten.html#Tenure%20Extension)

### **Dual Career Hiring**

#### **Partner Accommodation**

**What it does:** Informally provides job assistance services to the partners of new employees who also seek faculty or professional positions in the Puget Sound area.

**How it works:** The provost's office works with hiring departments to facilitate placement of partners who seek faculty positions. In addition, an online guide directs job seekers to on- and off-campus resources, including listings for the Puget Sound area, colleges and universities, other local employers, and employment agencies.

**Who's eligible:** Not specified

**Reference:** <http://www.washington.edu/admin/acadpers/procedures/careers.html>

### **Domestic Partner Policy**

#### **Insurance Coverage for Same-Sex Domestic Partnership**

**What it does:** Defines 'domestic partners' and the insurance benefits to which they are entitled. Additional details can be found in the linked reference. Includes same-sex domestic partners in the definition of 'family' for family care leave.

**Reference:** <http://www.washington.edu/admin/hr/benefits/domestic.partners.html>

#### **Questions about these policies can be directed to:**

Rhonda Lahey

Director, Academic Human Resources

85 Gerberding Hall; Box 351270

206-685-7110; Fax: 206-221-4622

[rdlahey@u.washington.edu](mailto:rdlahey@u.washington.edu)

## Leave

### **Sick Leave**

**What it does:** Faculty may use sick leave for absences due to personal illness, injury, disability or pregnancy as well as attendance on a member of the immediate family of the employee whose condition or death requires the employee's direct care.

**How it works:** Employees accrue sick leave. Departments maintain records of each employee's sick leave entitlement and use. Unused sick leave accumulates from year to year without limit. Employees who are laid off may use sick leave credits to pay for State Group Health Insurance for up to five years. At retirement, employees may convert the value of accumulated sick leave credits to pay for the cost of State of Wisconsin Group Health Insurance. Additional details can be found in the references listed below.

**Who's eligible:** Faculty, academic staff, classified staff. Limited term employees are not eligible to accrue sick leave.

**References:** Employee Compensation & Benefits Services: Leave Benefits:

<http://www.bussvc.wisc.edu/ecbs/bng-ben-book-leave-uw1378.html#facstaffsick>

UW System Administrative Code, Ch.19: <http://www.legis.state.wi.us/rsb/code/uws/uws019.pdf>

Balancing Family & Work: UW-Madison Family-Related Leave Policies for Faculty, Academic Staff and Limited Appointees: <http://www.ohr.wisc.edu/polproced/FamilyLeaveBrochure.doc>

### **Unpaid Leave After Birth or Adoption (unclassified staff)**

**What it does:** Faculty may take a leave of absence without pay after any paid leave has ended.

**How it works:** Those on 12-month appointments may take up to one year from the date of the birth or adoption. Those on 9-month appointments may take the rest of the semester in which the birth or adoption occurs and the entire following semester. The department and college may agree to other options, including partial leaves.

**Who's eligible:** Faculty, academic staff, limited appointees.

**Reference:** Balancing Family & Work: UW-Madison Family-Related Leave Policies for Faculty, Academic Staff and Limited Appointees:

<http://www.ohr.wisc.edu/polproced/FamilyLeaveBrochure.doc>

## Workload Adjustment

### **Part-Time Faculty Appointments**

**What it does:** Permits an appointment for the equivalent of an academic year at one-half time or more, but less than full-time, in the university faculty.

**How it works:** Deans and divisional executive committees shall follow the normal tenure review procedures, as provided in chapter 7. A department is responsible for making clear to the dean, to the divisional executive committee, and to the appointee, what continuing commitment would be assumed by granting tenure. The proportion of time provided for in the appointment may not be diminished nor increased without the mutual consent of the faculty member and the institution.

**Who's eligible:** Faculty.

**References:** Faculty Policies & Procedures, Ch. 7.18.:

[http://www.secfac.wisc.edu/governance/FPP/Chapter\\_7.htm#718](http://www.secfac.wisc.edu/governance/FPP/Chapter_7.htm#718)

Wisconsin Statutes, Ch. 36.13: <http://www.legis.state.wi.us/statutes/Stat0036.pdf>

## University of Wisconsin, Madison (cont)

### **Working Part-Time or On a Different Schedule After Birth or Adoption (unclassified staff)**

**What it does:** Permits faculty the right to return to work on a part-time basis (permanently or for a limited period of time) or on a different schedule than usual.

**How it works:** A request is submitted to the department head. Approval (beyond any WFMLA entitlement) is at the discretion of the department, but the university recommends that faculty, academic staff, and limited appointees be permitted to return on a part-time basis in the first year or on a flexible schedule as long as it is consistent with work obligations.

**Who's eligible:** Faculty, academic staff, limited appointees.

**Reference:** Balancing Family & Work: UW-Madison Family-Related Leave Policies for Faculty, Academic Staff and Limited Appointees:

<http://www.ohr.wisc.edu/polproced/FamilyLeaveBrochure.doc>

### **Tenure Clock Adjustment**

#### **Tenure 'Extension'**

**What it does:** Excludes a semester or year from being counted in the probationary period for a faculty member who experiences: Birth or adoption of a child; Significant elder or dependent care obligations; or, Circumstances beyond the control of the faculty member that significantly impede progress toward tenure. See the references for additional details.

**How it works:** Any request for extension must be made before the beginning of the sixth year of the probationary period or before the beginning of the year preceding the notice year in a maximum probationary period, unless a birth, adoption, or unforeseen circumstance occurs during that year. The method of application is:

- For **childbirth/adoption**: A request for an "extension" with respect to childbirth or adoption must be submitted within one year of the birth/adoption. The faculty member **writes directly to the Provost**. (It is advisable to consult with the department chair and oversight committee and to copy them on the letter to the Provost). These requests are **presumed approved**. More than one request can be granted for childbirth/adoption.
- For **other circumstances**: The faculty member **writes to the department chair**, who conveys the request to the departmental executive committee. The request is then reviewed and, if approved, conveyed for further review by the dean, the University Committee and the Provost, who grants or denies requests.

**Who's eligible:** Faculty.

**References:** Faculty Policies & Procedures, Ch. 7:

[http://www.secfac.wisc.edu/governance/FPP/Chapter\\_7.htm#701](http://www.secfac.wisc.edu/governance/FPP/Chapter_7.htm#701) (7.04.h)

Balancing Family & Work: UW-Madison Family-Related Leave Policies for Faculty, Academic Staff and Limited Appointees: <http://www.ohr.wisc.edu/polproced/FamilyLeaveBrochure.doc>

Provost's Memo Re: Faculty Policies and Procedures: Extension of the Probationary Period for Childbirth or Adoption and Mandatory Guidance and Oversight for Assistant Professors:

<http://www.provost.wisc.edu/memos/birthadopt.html>

### **Dual Career Hiring**

#### **Dual Career Couple Program**

**What it does:** Provides some funding to facilitate the hiring of the spouse or partner of a new faculty member within the university. Provides placement consultation services to a limited number of partners and spouses of prospective and current faculty members who are seeking private sector employment.

## University of Wisconsin, Madison (cont)

**How it works:** Dual Career Couple Hire funding may be used to support a faculty, academic staff, or classified staff position for the spouse/partner of a new faculty member. Funding details are provided in the references below. A checklist is provided at <http://www.provost.wisc.edu/hiring/check.html>. Department chairs who have questions or wish to initiate a dual career hire should contact Associate Vice Chancellor Laurie Beth Clark ([lbclark@wisc.edu](mailto:lbclark@wisc.edu)). To obtain approval to make a request for Strategic Hiring funds, the chair should contact his or her dean or designated associate dean. For private sector placement consultation services, the chair should contact Associate Vice Chancellor Laurie Beth Clark, who will discuss the possibility of assistance with a QTI Consulting contact and authorize an initial interview.

**Who's eligible:** Spouses/partners of individuals who have been offered faculty positions. This program may be expanded in Fall 2005 to include spouses/partners of candidates for other positions.

**References:** Dual Career Couple Program: <http://www.provost.wisc.edu/hiring/spousal.html> and <http://www.ohr.wisc.edu/polproced/UPPP/upppchp4-10.html>

Dual Career Couple Job Placement Assistance in Madison: A Pilot Initiative with QTI Consulting, Inc.: <http://www.provost.wisc.edu/memos/dual.html>

### Domestic Partnerships

#### **Domestic Partnership Policy**

**What it does:** To the extent allowed by State law and the University of Wisconsin, this policy entitles domestic partners access to employment benefits and services extended to spouses (listed here: <http://www.provost.wisc.edu/dppolicy.html>).

**How it works:** To acquire insurance coverage, students and employees must complete UW System's Affidavit of Domestic Partnership. For access to other university benefits and services, students and employees may document a domestic partner relationship by completing and presenting the UW-Madison Declaration of Domestic Partnership form or by meeting an individual unit's requirements for declaring a domestic partnership.

**Who's eligible:** Students, faculty, academic staff, classified staff.

**References:** UW Madison Domestic Partnership Policy: <http://www.provost.wisc.edu/dppolicy.html>  
UW System Affidavit of Domestic Partnership [required for insurances]: <http://www.uwsa.edu/hr/benefits/ins/uws50.pdf>

UW-Madison Declaration of Domestic Partnership Form: <http://www.provost.wisc.edu/docs/ddpf.pdf>  
Domestic Partner Benefits: <http://www.bussvc.wisc.edu/ecbs/bng-domestic-partner-benefits-uw1107.html>

**For referrals to appropriate administrative offices or institutional resources regarding these policies, please contact:**

Lindsey Stoddard Cameron  
132 Bascom Hall  
500 Lincoln Dr  
Madison, WI 53706  
(608) 262-3931  
[jlsc@bascom.wisc.edu](mailto:jlsc@bascom.wisc.edu)



## Leave

### **Sick Leave Taken for Maternity/Paternity Situations**

**What it does:** Employees may use sick leave for maternity/paternity situations.

**How it works:** All faculty now accrue sick leave and it can be used as specified for maternity/paternity situations. An employee who is a natural birth mother of a newborn child may take sick leave as directed by her physician, usually up to six weeks for a normal delivery. An employee who is the father of newborn child may take up to six weeks of sick leave immediately following the birth of the child, as needed. Employees who are the parents of newly adopted children may take up to four weeks of sick leave immediately following the child's placement in their home. Additional leave may be taken in accordance with the Family and Medical Leave Policy using annual leave or leave without pay. Employees can also use short-term disability in maternity situations to further extend the leave with pay period if needed.

**Who's eligible:** Budgeted employees.

**References:** FMLA <http://www.usu.edu/hr/policies/351.htm>; Sick Leave <http://www.usu.edu/hr/policies/363.htm>

### **Leave without Pay**

**What it does:** Under special circumstances, employees may find it necessary to request leave without pay. These circumstances may include, but are not limited to, family and medical leave, short-term educational programs, and political activities.

**How it works:** Normally, leave without pay will be granted for up to 12 weeks for family and medical leave (see policy 351) and up to one year for other situations. Employees should always request leave without pay before taking it, with the exception of unexpected illness or emergencies. The request should be in writing and detail the reasons the leave is needed. An application for leave without pay must specify the intentions of the employee to return to University employment. If the department judges the request to be justified, the approval process is initiated by an employment action form with accompanying letter of justification. Leaves without pay will not be granted for a period greater than one year. Extensions may be granted on a case-by-case basis and must be approved by the President's Office. While it is recognized that the duration may not be precisely known in advance, the expected date of return should be included in the request. A request to the Provost by the faculty member/department head/dean for an "adjustment in the tenure clock" can be made to correspond with a leave without pay.

**Who's eligible:** Budgeted employees.

**References:** <http://www.usu.edu/hr/policies/355.htm>

## Workload Adjustment

### **Part-Time Tenure Track**

**What it does:** Permits faculty to be appointed less than full-time on the tenure track.

**How it works:** The Provost considers on a case-by-case basis requests made by the dean, department head, and faculty member for reduced appointments.

**Who's eligible:** Faculty

**Reference:** Dr. Christine Hult



### **Phased Retirement Program**

**What it does:** The purpose of the Phased Retirement Program of Utah State University is (1) to encourage staffing flexibility, consistent with overall University and individual department needs, and (2) to provide faculty and staff an opportunity to devote increased time to personal interests by partially retiring, or retiring in planned stages, while continuing to provide service to the University in their area of greatest expertise.

**How it works:** The term of the phased retirement period will be clearly defined in the Phased Retirement Agreement, but will in no case extend beyond the individual's Social Security Full Retirement Age (SSFRA) as defined by federal law. Participation in the Phased Retirement Program is **not an entitlement or a right** automatically available to all persons who meet the eligibility criteria, but is subject to administrative approval. The terms and conditions reflected in a written Phased Retirement Agreement specifying the arrangements under which the individual will be placed in phased retirement status also requires administrative approval. **While university administrators will give consideration to all requests to participate in the Phased Retirement Program, the nature of the working assignment of the individual may not lend itself to a reduced schedule or a reduction in responsibilities, and other practical considerations (e.g., impact of existing phased retirement participants on the unit or department, lack of office space or laboratory facilities, funding considerations, etc.) may preclude approval of Phased Retirement proposals.** The individual who enters the Phased Retirement Program on a permanent basis must agree to a reduced FTE (Fulltime equivalent) employment status with the university, with the clear understanding that the total FTE percentage for all services performed for the university as an employee cannot thereafter be increased, although it may be decreased.

**Who's eligible:** "Benefit eligible" employees of the University who are at least 58 years of age and have completed at least five years of continuous service for the University immediately prior to participation in the Phased Retirement Program.

**Reference:** <http://www.usu.edu/hr/policies/368.htm>

### **Tenure Clock Adjustment**

#### **Tenured and Term Appointments: Leaves of Absence**

**What it does:** Academic year(s) in which leave with or without pay is taken will not count as part of the faculty member's pretenure probationary period.

**How it works:** Through the department head and dean, the faculty member may request a hiatus from the pre-tenure probationary period for reasons including, but not limited to, Family and Medical Leave, Sick Leave, Military Leave, and Jury and Witness leave. The Provost considers these requests on a case-by-case basis.

**Who's eligible:** Tenure-eligible pre-tenure faculty

**Reference:** <http://www.usu.edu/hr/policies/405.htm>

### **Dual Career Hiring**

#### **Spouse Accommodation**

**What it does:** Spouses of prospective faculty/staff or current faculty/staff may be appointed in cases where successful recruitment/retention of the candidate/employee ultimately depends upon a suitable appointment for his or her spouse.

**How it works:** The Personnel Services Office is available to assist in identifying appropriate potential positions. Additional details can be found through the linked reference.

**Who's eligible:** Spouses of prospective faculty/staff or current faculty/staff.

**Reference:** <http://www.usu.edu/hr/policies/385.htm> and  
<http://www.usu.edu/aia/FILES/DualCareerProtocol.pdf>

**Questions about these policies can be directed to:**

Dr. Christine Hult  
Associate Dean, HASS  
0700 Old Main Hill  
Utah State University  
Logan, UT 84322-0700  
PH: 435-797-8619  
christine.hult@usu.edu

## Leave

### **Sick Leave**

**What it does:** Provides paid leave for illness, accidents, pregnancy-related conditions, and family emergencies.

**How it works:** Eligible faculty members have immediate protection of 26 weeks of sick leave. On return from sick leave, reaccrual to a maximum of 26 weeks takes place. Sick leave must be recorded for absences exceeding 10 days in duration. Additional details can be found through the linked reference.

**Who's eligible:** Faculty in non-restricted appointments.

**Reference:** [http://www.provost.vt.edu/web\\_pages/Faculty%20Handbook%202004.pdf](http://www.provost.vt.edu/web_pages/Faculty%20Handbook%202004.pdf) (2.15.7 Sick Leave)

### **Family Leave**

**What it does:** Provides paid leave for family-related emergencies (through sick leave).

**How it works:** Leave for family-related emergencies is restricted to a total of 10 days (80 hours) during a calendar year for absence necessitated by the serious illness or death of a family member or any individual residing in the same household. Use of such leave must be recorded through the regular leave reporting system so that total usage during the period can be monitored. Restricted faculty may use 80 hours of their earned sick leave or annual leave for these purposes.

**Who's eligible:** Faculty

**Reference:** [http://www.provost.vt.edu/web\\_pages/Faculty%20Handbook%202004.pdf](http://www.provost.vt.edu/web_pages/Faculty%20Handbook%202004.pdf) (2.15.8 Family Leave)

### **Family Medical Leave Act (FMLA)**

**What it does:** Provides up to 12 weeks of leave for family care.

**How it works:** Accrued sick and annual leave may be used, as appropriate; the use of paid leave should be concurrent with the approved FMLA period (i.e., run concurrently). The remainder of the 12 workweek leave period shall be leave without pay. The procedures for requesting FMLA are available at Personnel Services.

**Who's eligible:** Employees who have been employed at Virginia Tech for at least 12 months and if they have worked at least 1,250 hours during the previous 12 months. Additional details can be found through the linked reference.

**Reference:** [http://www.provost.vt.edu/web\\_pages/Faculty%20Handbook%202004.pdf](http://www.provost.vt.edu/web_pages/Faculty%20Handbook%202004.pdf) (2.15.8.1 FMLA)

### **Leave without Pay**

**What it does:** Provides up to 2 years of unpaid leave.

**How it works:** Faculty may request such leave from the provost on the recommendation of the department head or chair and the dean. The period of requested leave shall not exceed two years. The request shall be made with sufficient notice to allow time to secure a qualified replacement. When approval of a leave is granted, a date will be specified by which must be received any request for extension of the leave or notification of intent not to return to the university at the conclusion of the leave. The granting of the leave or of any extension will be dependent on the interests of the university and those of the faculty member. Additional details can be found through the linked reference.

**Who's eligible:** Faculty

**Reference:** [http://www.provost.vt.edu/web\\_pages/Faculty%20Handbook%202004.pdf](http://www.provost.vt.edu/web_pages/Faculty%20Handbook%202004.pdf) (2.15.9 Leave Without Pay)

## **Workload Adjustment**

### **Part-time Employment**

**What it does:** Permits faculty to temporarily reduce their workloads (with proportional pay) to help them combine new parenthood (or other temporary extraordinary family obligations) and employment when possible and preferred by the faculty member over a full leave from the university.

**How it works:** Assigned responsibilities for a part-time load may vary depending on the needs of both the individual and department. Expectations for teaching, research, service and committee assignments should be discussed in advance with the head or supervisor. Probationary faculty moving to part-time status for the purposes of child or family care will receive an extension of the mandatory tenure review date. Additional details can be found through the linked reference.

**Who's eligible:** Regular faculty members.

**Reference:** [http://www.provost.vt.edu/web\\_pages/Faculty%20Handbook%202004.pdf](http://www.provost.vt.edu/web_pages/Faculty%20Handbook%202004.pdf) (2.15.8.2 Additional Faculty Leave Benefits for Faculty on Regular, Salaried Appointments)

### **Faculty Retirement Transition Program (Policy 4410)**

**What it does:** Assists the university's tenured faculty in their transition from full-time active service to retirement and, in some cases, to facilitate their subsequent part-time re-employment to address staffing needs or to support research efforts. Permits employer-paid medical benefits to age 65 and part-time employment following retirement

**How it works:** Prior to retirement, a written request for continuation of the employer-paid portion of health care premiums and/or reemployment should be initiated by the employee and approved by the department head and dean. A copy of the approved request must be sent to Personnel Services in order to initiate procedures for reimbursement of the health insurance premium. An agreement for reemployment may only be negotiated after retirement. The reemployment agreement should be approved by the department head and the dean. The department must complete a Part-Time Faculty Authorization for Payment (P14A) and enter in Banner HR to initiate part-time reemployment. Reemployment may not begin until there is at least a 30-day break in service following the official retirement date. Normally the percent appointment will not exceed .50 FTE. If the retiree is teaching, the FTE will count against the department's teaching position allocation.

**Who's eligible:** Tenured faculty members (or those with a continued appointment in the library or Virginia Cooperative Extension) with at least 10 years full-time service at Virginia Tech

**Reference:** [http://www.provost.vt.edu/web\\_pages/Faculty%20Handbook%202004.pdf](http://www.provost.vt.edu/web_pages/Faculty%20Handbook%202004.pdf) (2.10.1 Retirement) and <http://www.policies.vt.edu/4410.pdf>

## **Tenure Clock Adjustment**

### **Probationary Period**

**What it does:** Establishes the probationary period for tenure review.

**How it works:** Only full-time service will count toward the probationary period unless specific exception is made, and only in units of full years. Therefore, a reduction in employment to part-time status automatically extends the probationary period. A tenure-track faculty member on probationary appointment whose professional development in a given academic year is severely impeded by childbirth, adoption, serious family illness, or other extenuating non-professional circumstances may request exclusion of the year from the probationary period. Requests for extension of the probationary period should be made in writing in a timely fashion, but no later than one year after the qualifying event, and be approved by the dean and provost.

**Who's eligible:** Tenure track faculty

**Reference:** [http://www.provost.vt.edu/web\\_pages/Faculty%20Handbook%202004.pdf](http://www.provost.vt.edu/web_pages/Faculty%20Handbook%202004.pdf) (2.8.2 Probationary Period) and (2.15.8.2 Additional Faculty Leave Benefits for Faculty on Regular, Salaried Appointments)

## **Dual Career Hiring**

### **Faculty Dual Career Guidelines**

**What it does:** Guidelines address options available for assistance to dual career faculty hires. Where credentials and mutual interest warrant an appointment to the faculty, a search exemption may be granted upon recommendation of the receiving department and approval by the dean, provost, and president. Positions created for the appointment of a dual career hire may be the shared financial responsibility of the department making the primary appointment, the receiving department, and the Provost. Referrals and other assistance are also available.

**Who's eligible:** Spouses and partners of new tenure-track faculty or senior administrative hires

**Reference:** <http://www.provost.vt.edu/Guidelines.html> (Faculty Dual Career Guidelines for Department Heads)

### **Affiliated Research Faculty**

**What it does:** Establishes a type of unpaid faculty position for the spouses or partners of Virginia Tech faculty members.

**How it works:** Applicants must have academic credentials equivalent to those of university faculty, including the terminal degree normally required of faculty in the discipline, and the endorsement of the head or chair of the department relevant to the applicant's discipline. Typically, an affiliated research faculty member will have non-salaried adjunct status in the academic department of his/her discipline. Appointment is initiated by the host department submitting a letter of support and a P86 (appointment form), approved by the department head or chair and dean, to the vice president for research. The P86 should stipulate no salary. Appointments are one year (or less) and are renewable. The rank should be the research faculty designation commensurate with the credentials of the candidate. (See section 2.2 of the *Special Research Faculty Handbook*.)

**Who's eligible:** Spouses or partners of Virginia Tech faculty members

**Reference:** [http://www.provost.vt.edu/web\\_pages/Faculty%20Handbook%202004.pdf](http://www.provost.vt.edu/web_pages/Faculty%20Handbook%202004.pdf) (6.2 Affiliated Research Faculty)

**Questions about these policies can be directed to:**

Patricia B Hyer, Associate Provost

Office of the Provost (0132)

330 Burruss Hall

Blacksburg, VA 24061

E-mail: [hyerp@vt.edu](mailto:hyerp@vt.edu)

Office: (540) 231-2350

Local: (540) 951-4968

## Leave

### **Sick Leave**

**What it does:** Members of the faculty are allowed sick leave with full pay under certain conditions. (See linked reference for details.)

**How it works:** The administration of faculty sick leave is the responsibility of the President and is delegated, through the Provost, to the principal administrative officers and the department Chairs. Sick leave is reported on the Faculty Leave Report. For more information see Business Policies and Procedures Manual, 60.63. Ordinarily, maternity leave is six weeks or less. Leaves longer than six weeks may be granted at the discretion of the employing officials. Maternity and paternity leave, and leave for adoption or foster-child care, are addressed by University policies adopted to implement the Family Medical Leave Act. Additional details are available through the linked reference.

**Who's eligible:** Faculty.

**Reference:** [http://facsen.wsu.edu/facsen.wsu.edu\\_non\\_ssl/faculty\\_manual/manual/index81.html](http://facsen.wsu.edu/facsen.wsu.edu_non_ssl/faculty_manual/manual/index81.html)

## Workload Adjustment

### **Part-Time Tenure Track**

**What it does:** Tenure-track appointments for not less than three-fourths time (75 percent) may be offered for all ranks. Under exceptional circumstances, an appointment may be offered for at least halftime, but less than three-fourths time.

**How it works:** A person employed at the rank of Assistant Professor, or the equivalent rank, who is on a three-fourths time or greater, but less than full-time permanent appointment, is to be considered for tenure no later than the seventh year of service at Washington State University, with tenure to be effective at the beginning of the eighth year. For persons appointed under exceptional circumstances to at least a half-time, but less than a three-fourths time tenure-track position, the time for tenure consideration may be extended. The performance of all faculties on part-time tenure-track appointment is to be judged in accordance with the general criteria for tenure and promotion as set forth in this Faculty Manual and as articulated and supplemented by tenure and promotion criteria developed at the department and/or college level. No distinctions are to be made in tenure and promotion standards and criteria between full-time and part-time faculty. The tenure review procedures of part-time faculty parallel those of permanent full-time faculty, except that the formal tenure progress reviews, analogous to the "third year" review for full-time appointees, will occur during the fourth year of service for Assistant Professors.

**Who's eligible:** Faculty

**Reference:** [http://facsen.wsu.edu/facsen.wsu.edu\\_non\\_ssl/faculty\\_manual/manual/index68.html](http://facsen.wsu.edu/facsen.wsu.edu_non_ssl/faculty_manual/manual/index68.html)

### **Reemployment of Retired Faculty**

**What it does:** Any tenured faculty member eligible for retirement under the University's retirement rules who retires can elect reemployment to his or her program up to 40 percent time. Forty percent of full time is the maximum for which the University can pay a retiree from all sources.

**How it works:** In order to be eligible for 40 percent reemployment, the faculty member must make a request to the chair by December 1 of the year prior to that in which 40 percent reemployment is sought. After the first year, the retiree must announce by December 1 his or her intent for the following year. Efforts will be made to accommodate the scheduling requests of "retired" faculty, but no guarantee of semester or time can be given in advance of the development of the course schedule for the following year. Additional details are available through the linked reference.



## Washington State University (cont)

**Who's eligible:** Any tenured faculty member eligible for retirement under the University's retirement rules who retires.

**Reference:** [http://facsen.wsu.edu/facsen.wsu.edu\\_non\\_ssl/faculty\\_manual/manual/index92.html](http://facsen.wsu.edu/facsen.wsu.edu_non_ssl/faculty_manual/manual/index92.html)

### Tenure Clock Adjustment

#### **One-Year Extension**

**What it does:** Any non-tenured faculty member who holds a tenure track position at the time she gives birth may request, through her administrative unit head, that the Provost grant a one-year extension of the time at which her tenure decision will be made. Similarly, if the birth occurs prior to the third-year review, a one-year extension of the date of that review may be requested.

**How it works:** Requests for extension for these reasons must be made prior to September 1 of the year of tenure consideration and will be routinely granted by the Provost. A maximum of two such extensions (a single one-year extension for each of two births) is permitted. The option to extend the tenure candidacy period will be available regardless of the number of weeks of sick leave taken by the faculty member at the time of childbirth, whether or not she has requested or was granted a reduction in her normal professional duties, or whether or not she took leave without pay for the purposes of child care. This request for extension of the tenure probationary period is optional and at the discretion of the faculty member. If the faculty member believes her record justifies tenure within the usual time frame, she may decide not to exercise her option.

**Who's eligible:** Pre-tenure, tenure track women faculty

**Reference:** [http://facsen.wsu.edu/facsen.wsu.edu\\_non\\_ssl/faculty\\_manual/manual/index68.html](http://facsen.wsu.edu/facsen.wsu.edu_non_ssl/faculty_manual/manual/index68.html)

### Dual Career Hiring

#### **Partner Accommodation and Assistance Policy**

**What it does:** In order to recruit or retain an employee, it is sometimes necessary for the University to find satisfactory employment for a spouse or partner. The need for such accommodation has increased because of changes in economics, relationship, family patterns, and career choices as well as by increased commitments to equal opportunity and a more diverse workforce. Partners in this policy are defined as "domestic" partners, and the Program applies to qualified individuals regardless of sex, race, sexual orientation, or marital status.

**How it works:** This is a non-mandated program available throughout the multi-campus system to assist units in recruiting and retaining employees. No unit will be forced to participate in this process, nor should the program be viewed as an entitlement by prospective employees. Additional details can be found in the linked reference.

**Who's eligible:** Not specified.

**Reference:** <http://www.chr.wsu.edu/docs/PartnerAccommodationandAssistancePolicy.doc>

### Domestic Partner Benefits

#### **Faculty Domestic Partner Benefits**

**What it does:** Defines 'domestic partner' relationships and the benefits to which they are entitled. For additional information, see the linked reference.

**Reference:** [http://www.wsu.edu/queer-alliance/partner\\_faculty.php](http://www.wsu.edu/queer-alliance/partner_faculty.php)

## Leave

### **Absence from Work**

**What it does:** All faculty members are expected to meet their classes regularly and promptly at the scheduled time. The department head should be notified immediately of illness, death in the family, or other emergencies necessitating absence from the campus. Sick leave and annual leave are not provided for nine-month faculty appointments.

**Reference:** <http://www.wku.edu/Dept/Support/AcadAffairs/handbook/absence.html>

### **Leaves of Absence**

**What it does:** Leaves of absence may be granted for special assignments, professional improvement programs, additional study, or for personal reasons.

**How it works:** Special consideration is given to applications from persons desiring leaves to pursue advanced degrees. Each application for leave is considered on its individual merits. Typically, the University does not grant leaves of absence for more than one year.

**Who's eligible:** Faculty

**Reference:** <http://www.wku.edu/Dept/Support/AcadAffairs/handbook/other.html#leave>

## Workload Adjustment

### **Faculty on Optional Retirement**

**What it does:** In 1989, the Western Kentucky University Board of Regents adopted a plan that permits the reemployment on a special part-time basis of faculty members who retire from full-time service.

**How it works:** Faculty interested in participating in the Optional Retirement Program should make a written request to the head of the department, who will forward it with a recommendation to the dean of the college. The request and the recommendation of the dean are transmitted to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs sends to the President those requests that are recommended for funding. Those accepted in the retirement program will be placed in a special tenured faculty category for a maximum period of five years. During this period the faculty member will receive, in addition to the aforementioned salary, appropriate staff benefits. After the special tenured faculty category period, the faculty member will be fully retired. The Board of Regents considers the requests recommended by the President. The best interest of the University, as related to its educational programs and mission, must be considered in the application of this policy.

**Who's eligible:** Faculty retired from WKU.

**Reference:** <http://www.wku.edu/Dept/Support/AcadAffairs/handbook/specialapnt.html>

## Leave

### **Maternity/Adoption Leave**

**What it does:** After successful completion of your introductory period, female faculty members are eligible to receive 100% pay and benefits for up to eight weeks for maternity/adoption leave, at which time the tenure clock could stop.

**How it works:** Maternity Leave covers a maximum of eight weeks after delivery, unless it is medically determined that the disability must be extended. Maternity leave is considered time used against the maximum twelve weeks of "Family and Medical Leave Act of 1993", H.R.1 (FMLA). Every attempt will be made to reinstate you to the same or similar position upon your return. Failure to return to work at the end of the maternity/adoption leave (without an approved extension) shall be considered a resignation. Faculty members report very different uses of the leave policies. Details can be found at the referenced link.

**Who's eligible:** Female faculty members who have completed the introductory period.

**Reference:** <http://www.wpi.edu/Admin/HR/Maternity/>

## Workload Adjustment

### **Part-Time Intervals**

**What it does:** The need for part-time intervals may arise from a variety of situations, including but not limited to child bearing, child rearing, extenuating circumstances related to personal or family members' healthy, personal relations within a family which impose special or arduous burdens, or for other reasons as may be provided for in the "Family and Medical Leave Act of 1993", H.R.1.

**How it works:** The terms and conditions of the leave are arranged by negotiation between the faculty member and the administration. It is also understood that the leave or part-time interval is not to be imposed by the Administration, but that it is available at the election of the faculty member. Exceptions to this policy must be approved by the At-Large Committee on Tenure and Academic Freedom.

**Who's eligible:** Faculty

**Reference:** <http://www.wpi.edu/Admin/HR/Maternity/>

## Tenure Clock Adjustment

### **Policy Name**

**What it does:** Tenure-track faculty are entitled to extensions of the probationary period for unpaid full-time leaves or for intervals of part-time employment during which the faculty member's activity is at or below the half-time level.

**How it works:** The need for such unpaid leaves or part-time intervals may arise from a variety of situations, including but not limited to child bearing, child rearing, extenuating circumstances related to personal or family members' healthy, personal relations within a family which impose special or arduous burdens, or for other reasons as may be provided for in the "Family and Medical Leave Act of 1993", H.R.1. Probationary period extensions for the two types of leave can be found here:

<http://www.wpi.edu/Admin/HR/Maternity/>

**Who's eligible:** Faculty

**Reference:** <http://www.wpi.edu/Admin/HR/Maternity/>

### **Domestic Partner Policy**

#### **Policy Name**

**What it does:** Domestic partners are defined as two adults who live together in a mutually exclusive and enduring relationship similar to marriage, consider themselves life partners, share joint responsibility for their common welfare, and are financially interdependent. Neither partner may be married to someone else, nor related by blood to the other. They must have shared a common residence for at least 6 consecutive months and intend to do so indefinitely.

**How it works:** An Affidavit of Domestic Partnership, available in Human Resources, must be completed prior to enrollment in any applicable WPI benefits. WPI employees who are on the payroll and who are eligible to participate in the appropriate plans may enroll one domestic partner and his or her children for coverage under certain plans and programs. See the referenced link for details.

**Who's eligible:** Not specified.

**Reference:** <http://www.wpi.edu/Admin/HR/BenMan/partner.html>

#### **Questions about these policies can be directed to:**

A. Tracy Hassett  
Director of Human Resources  
WPI  
100 Institute Road  
Worcester, MA 01609  
Phone: (508) 831-5473  
Fax: (508) 831-5715  
email: [thassett@wpi.edu](mailto:thassett@wpi.edu)

## Leave

### **Child Rearing Leaves**

**What it does:** A member of the faculty who bears or adopts a child or whose spouse bears or adopts a child will be granted upon request an *unpaid* Child Rearing Leave for up to one semester occurring within the first year after the birth or adoption for the purpose of the child's care.

**How it works:** General policies regarding the effect of unpaid leaves upon salary and benefits apply to these leaves, but policies regarding eligibility for unpaid leaves and the effect of unpaid leaves upon eligibility for other leaves do not apply.

**Who's eligible:** Faculty

**Reference:**

[http://www.yale.edu/provost/handbook/handbook\\_vii\\_leaves\\_of\\_absence\\_univers.html#T13](http://www.yale.edu/provost/handbook/handbook_vii_leaves_of_absence_univers.html#T13)

### **Caregiver's Leaves**

**What it does:** As delineated by federal and state laws concerning family and medical leaves, a member of the faculty may take an *unpaid* leave of absence to care for a seriously ill spouse, parent (natural, foster, adoptive, stepparent, or legal guardian), or child (natural, adopted, foster, stepchild, or legal ward) who is under 18 years of age or, if older, is unable to care for him or herself because of serious illness for up to sixteen weeks in year one and twelve weeks in year two in any two-year period.

**How it works:** Except in cases of emergency, two-weeks' notice is required, and all requests must be accompanied by written notice from a physician or other licensed health care provider verifying the need for a leave and the probable duration. Serious illness is considered to be a disabling physical or mental condition that requires in-patient care in a hospital or licensed nursing facility or continuing outpatient care requiring treatment by a licensed health care provider. The time available for a Caregiver's Leave is reduced by the amount of time during that same two-year period when the faculty member has been on a Child Rearing Leave or has been relieved from teaching under the policies governing maternity and short-term medical disability. Additional details can be found through the linked reference.

**Who's eligible:** Faculty

**Reference:**

[http://www.yale.edu/provost/handbook/handbook\\_vii\\_leaves\\_of\\_absence\\_univers.html#T13](http://www.yale.edu/provost/handbook/handbook_vii_leaves_of_absence_univers.html#T13)

## Workload Adjustment

### **Maternity Policy with Respect to Teaching Responsibilities**

**What it does:** Consistent with the general policy affecting faculty who are unable to meet their responsibilities as a result of short-term medical disability, a full-time member of the ladder faculty who bears a child will be relieved of teaching duties, without loss of salary or benefits, for the whole of an academic semester during or following which the child is born. Recently, this policy has been changed to include all ladder faculty members who bear a child or adopt a child under six.

**How it works:** In such cases, the chair of the department or the dean of the school, in consultation with the Provost's Office, will make such arrangements as are necessary and appropriate with regard to covering teaching responsibilities, including the canceling of an affected course or the employment of substitute instructors. This relief from teaching duties is not a leave of absence. Outside the period of limited capacity, and as compatible with the particular situation, the faculty member will be expected to meet other department and University responsibilities, including research, clinical responsibilities, committee membership, and advising.

**Who's eligible:** Full-time members of the ladder faculty who bear a child or adopt a child under six.

**Reference:**

[http://www.yale.edu/provost/handbook/handbook\\_vii\\_leaves\\_of\\_absence\\_univers.html#T13](http://www.yale.edu/provost/handbook/handbook_vii_leaves_of_absence_univers.html#T13)

### **Part-time Appointment to the Ladder Ranks of Assistant Professor, Associate Professor, and Professor**

**What it does:** Accommodates persons whose pressing personal or professional responsibilities cannot be adjusted to full-time appointments at the University.

**How it works:** For positions with tenure, part-time appointments are permitted only in exceptional circumstances and only for a limited period of time. The proportion of time designated in a part-time appointment applies to the full range of faculty responsibilities, including committee work and other administrative obligations. An appointment in the ladder ranks on a part-time basis requires approval by the Provost. Normally, the proportion of time specified at the outset of a part-time appointment will apply throughout the appointment. Part-time appointments are made in accord with the standards and procedures for full-time appointments to these same ranks. Such appointments will be made as a percentage of full-time (not less than fifty percent) occurring throughout the academic year.

Appointments will ordinarily be made for the full academic year, rather than on the basis of one-term-on, one-term-off. A person holding a part-time appointment in the rank of assistant professor, associate professor, or professor is required to obtain approval from the Provost before undertaking outside employment during the academic year.

**Who's eligible:** Faculty

**Reference:**

[http://www.yale.edu/provost/handbook/handbook\\_iii\\_faculty\\_ranks\\_appointment.html#T10](http://www.yale.edu/provost/handbook/handbook_iii_faculty_ranks_appointment.html#T10)

### **Phased Retirement**

**What it does:** This program is appropriate for faculty who plan to retire at or after age 62 and would prefer to work (and be compensated) half-time for a fixed period of time (from one to three years) before full retirement.

**How it works:** Faculty choosing this program who will retire fully before the normal retirement age of 70 will also be eligible for a portion of the Early Retirement Subsidy. They may elect to receive one-half of the Early Retirement Subsidy calculated as of the time they begin Phased Retirement, or the Early Retirement Subsidy will be calculated as of the time of full retirement.

**Who's eligible:** Faculty 62 years of age or older.

**Reference:** [http://www.yale.edu/provost/handbook/handbook\\_ix\\_retirement.html#T11](http://www.yale.edu/provost/handbook/handbook_ix_retirement.html#T11)

### **Tenure Clock Adjustment**

#### **Extensions of Appointment**

**What it does:** Full-time, non-tenured member of the ladder or non-ladder faculty holding an appointment of three years or more who takes either a Child Rearing or a Caregiver's Leave of at least six weeks or is granted relief from teaching for child rearing will have his or her time in rank and in the nontenure ladder ranks extended by a full year.

**How it works:** The requested extension will be granted automatically and may be repeated for one subsequent birth or other qualifying event, thereby extending the appointment and time in the non-tenure ladder ranks for a maximum of two years. Extensions granted are subject to a maximum of three additional years in the non-tenure ladder ranks. Additional details can be found through the linked reference.

**Who's eligible:** Faculty

**Reference:**

[http://www.yale.edu/provost/handbook/handbook\\_iii\\_faculty\\_ranks\\_appointment.html#bk7](http://www.yale.edu/provost/handbook/handbook_iii_faculty_ranks_appointment.html#bk7)

### **Domestic Partner Policy**

#### **Domestic Partnership**

**Definition:** A Domestic Partnership is defined as two individuals of the same gender who live together in a long-term relationship of indefinite duration, and both partners have an exclusive mutual commitment in which they agree to be jointly responsible for each other's common welfare and share financial obligations. These two individuals cannot be related by blood to a degree of closeness which would prohibit legal marriage in the state in which they legally reside.

**What it does:** Permits domestic partners to be eligible for various benefits.

**How it works:** A Statement of Domestic Partnership form will need to be completed and filed with the Benefits Office.

**Who's eligible:** Not specified.

**References:** <http://www.yale.edu/hronline/benefits/glossary.html#9> and

<http://www.yale.edu/hronline/benefits/01pd.html> and

[http://www.yale.edu/hronline/benefits/docs/Domestic\\_Partner\\_Stmt.pdf](http://www.yale.edu/hronline/benefits/docs/Domestic_Partner_Stmt.pdf)

#### **Questions about these policies can be directed to:**

H. Kim Bottomly

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(203) 432-4448

[kim.bottomly@yale.edu](mailto:kim.bottomly@yale.edu)