

## FACULTY MEDICAL AND PARENTAL LEAVE

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### **SUMMARY**

Under the 1993 family and medical leave Act (FMLA), all full time faculty members are eligible to take unpaid family or medical leave for up to 12 weeks for the following reasons:

- the birth of a child or the placement of a child with the faculty member either through adoption or foster care;
- the care of the faculty's spouse, own parent, or child who has a serious health condition requiring either inpatient care or continuing care by a health care provider; or,
- a serious health condition of the faculty member.

Wake Forest will continue the individual's health, dental, and life insurance benefits on the same basis as before the leave during a FMLA leave; faculty members who are responsible for a portion of the insurance premiums must continue to make those premiums or coverage may be canceled.

A maximum of 12 weeks of FMLA leave must be granted if requested in any 12-week period. Unpaid FML is the time period where the employee is relieved of all duties.

Faculty members who take or plan to take family or medical leave must notify their Department Chair, Dean, and Human Resources.

### **Wake Forest University Faculty Medical and Parental Leave Policy**

#### **Eligible Faculty**

Full time faculty members who are tenured or tenure-track, or are teaching professionals on fixed term contracts at the rank of Instructor or above and who have greater than one year of service with the university or one year or more years of service at an institution with similar policy are eligible. Part-time, temporary, one-year visiting, or short-term replacement faculty are not eligible.

#### **Medical Leave Policy**

During any period of a FMLA leave (limited to 12 weeks) that a health care provider certifies an eligible (see eligible criteria above) faculty member as medically disabled, salary and benefits will continue in accordance with the University's medical disability program.

#### **Parental Leave Policy**

In the case of birth or adoption, full salary and benefits will continue for one semester for an eligible (see eligible criteria above) faculty member. If a faculty member and spouse or domestic

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partner would otherwise both be eligible for parental leave under this policy, either one, but not both, may take this parental leave. In the case in which the faculty member is the spouse or domestic partner, written certification verifying that the purpose of the leave will be to serve as the primary caregiver for that child during the period of the leave will be required. For purposes of this policy, a primary caregiver will be construed as a person who is responsible for caring for the child more than 50% of the time.

The semester of leave from teaching and service duties should be taken during the semester when the birth or adoption takes place. Faculty members are expected to return to their research duties within 6 weeks after the birth or adoption. The semester in which the leave is taken will count as a two-course load semester on the standard 3-2-2-2 course distribution in the College. In the case of departments or schools in which other teaching loads are standard, the leave semester will count as the lower course load of any uneven course load distribution.

In addition, an eligible faculty member may extend the parental leave, on any *unpaid* basis with no duties, for an additional semester if the purpose of the leave is to care for a newly born or newly adopted or fostered child. If this is the case, the University will offer COBRA while the faculty member is on unpaid leave.

Following a birth or adoption, an eligible faculty member may also elect to work part-time for one semester beyond the paid leave, with salary adjustment accordingly.

### **Notification**

In order to minimize the administrative burden of ensuring adequate coverage of responsibilities, eligible faculty members should give their department chair and/or dean written notice as soon as possible and normally not less than (4) months before a planned medical or parental leave begins. Deans will approve these notices and return copies of their approvals to the faculty member, their chair (if needed), and Human Resources.

### **Tenure Clock**

The tenure clock for a tenure-track faculty member who takes medical or parental leave under this policy will be extended by one year. This extension is automatic and without penalty. Faculty members must notify their chair and/or dean within 6 months after the leave if they wish *not* to take the extension. The total of all extensions to the tenure clock cannot exceed two years.