

## FACULTY PARENTAL LEAVE POLICY (Effective May 2, 2014)

### Parental Leave Policy for Primary & Secondary Caregivers

Following the birth, adoption, or inception of permanent legal guardianship of a child under the age of six (“**qualifying event**”), a full-time tenured or tenure-track faculty member who resides in the same household and will be the child’s **primary caregiver**<sup>1</sup> shall receive a one-semester paid parental leave, in which she/he is relieved from University duties (including teaching, research, advising, and committee work). The parent must take this leave concurrent with the qualifying event and during the same semester that the birth, adoption, or inception of permanent legal guardianship takes place, provided however, that the parent may choose to take the qualifying leave during the fall or spring semester if the qualifying leave event occurs during or within **6 weeks** of winter break or if the qualifying leave event occurs during summer break. Leaves pursuant to this policy and other related accommodations are intended to promote bonding with and caring for the child. Therefore, faculty may not engage in additional salaried employment during such a leave.

Those primary caregivers adopting or gaining permanent guardianship of a child who is six years of age or older will be given two weeks of paid leave and other additional accommodations, to be determined on a case-by-case basis (*e.g.*, additional leave, a course load reduction, a flexible schedule that allows the parent to be home when the child returns from school).

A request for parental leave should be made in writing to the Academic Vice President through the faculty member’s chairperson or director and the appropriate Dean. Requests shall be made as soon as the faculty member recognizes her/his need, preferably at least three months prior to the beginning of the semester in which the leave is to be taken. Suitable arrangements regarding the faculty member’s teaching responsibilities must be worked out between the faculty member and the chairperson of her/his department, in consultation with the appropriate Dean. In addition, in order to receive a paid leave benefit pursuant to this policy for Family and Medical Leave Act (FMLA) qualifying leaves, parents will be required to complete and submit to Human Resources all required FMLA paperwork and associated medical documentation. All FMLA leave requests will be handled in accordance with the University’s generally applicable FMLA policy and practices, which can be found at <http://webmedia.jcu.edu/hr/files/2011/02/FMLA.pdf>

During the leave period, the faculty member will continue to be eligible to receive regular fringe benefits, credit toward seniority, and normal salary increments. This leave shall suspend but not re-set the clock for the faculty member’s future eligibility for a Grauel Fellowship, which requires three successive years of full-time teaching (see *Faculty Handbook*, Part Four.VI.D). As

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<sup>1</sup> To be considered a “primary caregiver,” there cannot be another parent taking concurrent leave. A father can qualify as a primary caregiver if the mother is returning to work and he will be responsible for caring for the child during the majority of the leave period. If both parents are faculty members at JCU, one must be designated as the “primary caregiver” for the paid semester of leave and the other may receive the two weeks of paid leave due the “secondary caregiver.”

with any leave, faculty members going on parental leave must indicate in writing to the Academic Vice President prior to going on leave those department personnel issues for which they choose to retain the right to vote and an intention to keep informed about deliberations concerning those issues.

Following the birth, adoption, or inception of permanent legal guardianship of a child, a full-time tenured or tenure-track faculty member who resides in the same household and will be the child's **secondary caregiver** may request to be relieved of her/his university duties (including teaching, research, advising, and committee work) for a contiguous two-week period during the regular academic year. Such leave is intended to allow the secondary caregiver to assist in the care of the child. Suitable arrangements regarding the faculty member's teaching responsibilities must be worked out between the faculty member and the chairperson of her/his department. Requests for this leave shall be made as soon as the faculty member recognizes her/his need, preferably at least two weeks before the beginning of the semester in which the leave is to be taken. This leave should be taken during the semester in which the child is born/adopted/taken into guardianship.

**Scope:** *This policy applies to all full-time tenured or tenure-track faculty members, including library faculty, who do not accrue paid vacation time.* These parental leave benefits are offered

Primary Caregivers	Secondary Caregiver
<ul style="list-style-type: none"> <li>• One full semester of paid leave.</li> </ul>	<ul style="list-style-type: none"> <li>• Two weeks of paid leave, taken the semester in which the child is born/adopted/taken into guardianship.</li> </ul>
<ul style="list-style-type: none"> <li>• Should be requested at least 3 months prior to the beginning of the semester.</li> </ul>	<ul style="list-style-type: none"> <li>• Should be requested at least 2 weeks prior to the beginning of the semester.</li> </ul>
<ul style="list-style-type: none"> <li>• Requests for leave should be made in writing to the Academic Vice President through the faculty member's chairperson or director and the appropriate Dean.</li> </ul>	<ul style="list-style-type: none"> <li>• Requests for leave are made in writing to the Academic Vice President through the faculty member's chairperson or director and the appropriate Dean; accommodations are handled at the department level.</li> </ul>
<ul style="list-style-type: none"> <li>• FMLA eligible leave runs concurrently</li> </ul>	<ul style="list-style-type: none"> <li>• FMLA eligible leave runs concurrently, parent may be eligible for additional FMLA leave.</li> </ul>

to faculty in lieu of the six weeks of paid maternity leave offered to staff and administrators.

## **POLICY FOR REQUESTING TENURE CLOCK DELAY**

### **One-Year Tenure Clock Delay (Stoppage) for Family Caregiving Policy**

A tenure-track faculty member who is awarded a semester-long parental leave also benefits from an automatic one-year delay in her/his tenure decision, without prejudice or penalty in the tenure review process, which may be declined at the faculty member's discretion. If the faculty member chooses to decline this extension of the probationary period, she/he should stipulate this in writing to the Academic Vice President through the faculty member's departmental chairperson or director and the appropriate Dean at the time the parental leave is requested. If the faculty member accepts the automatic one-year delay of the tenure decision, he or she may later deem that extension unnecessary and may petition the Academic Vice President (again, through the faculty member's departmental chairperson or director and the appropriate Dean) to revert to the original tenure timetable. Once such a reversion has been made, the extension is forfeited.

If the faculty member who is a primary caregiver is not requesting a parental leave, she or he still may request a one-year extension of the probationary period. Such requests automatically will be approved following appropriate documentation of the event that made the faculty member eligible for such a leave.

Given appropriate documentation, requests for a single one-year extension of the probationary period will also be granted upon request by any tenure-track faculty who spends extensive time engaging in caregiving for another member of their immediate family due to a serious illness or accident. For the purposes of this policy, immediate family members are defined as spouses, fiancés/fiancées, domestic partners, children, parents, or siblings. All requests for extensions of the probationary period must be submitted in writing to the Academic Vice President through the faculty member's departmental chairperson or director and the appropriate Dean. Requests should be made by the beginning of the academic year following the onset of the circumstances that first trigger the need for the extension of the probationary period.