

Faculty Leave Policy

I. PURPOSE

The purpose of this policy is to implement benefits that supplement the Family and Medical Leave Act of 1993 (FMLA), 29 USC Section 2601 et seq.

II. DEFINITIONS

A. Serious Health Condition: has the same definition as defined in Goucher's [Family and Medical Leave \(FMLA\) Policy](#).

III. SCOPE

This leave policy applies to Goucher College employees classified as full-time Faculty or Instructional Staff.

IV. PAID MEDICAL LEAVE OF ABSENCE

A. Semester Leave

A faculty member may be granted a paid leave of absence for one semester at up to two-thirds of salary, according to the schedule below, if the faculty member has a “serious health condition” which renders them unable to perform one of the essential functions of their position, or to care for a spouse, domestic partner, son, daughter, or parent with a “serious health condition.” A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involve inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. This leave of absence may be granted only if the faculty member or their family member has a “serious health condition.” Unlike FMLA, there is no one-year waiting period to be eligible for leave under this policy.

Length of service

0-2 years (FT service)	1/3 salary
>2 years (FT service)	2/3 salary

If a faculty member is eligible for both FMLA and faculty leave under this policy, the faculty member must use FMLA leave concurrently.

Should an extension of leave be necessary, the faculty member should consult with the Office of Human Resources and the Provost/Senior Vice President for Academic Affairs (SVPAA).

B. Short-term Paid and Unpaid Leave

If a faculty member's medical condition, or that of a spouse, domestic partner, child, or parent is anticipated to be a short-term condition, the faculty member may take short-term paid medical leave of up to six weeks, at full salary, according to the schedule below. To the extent that the faculty member is eligible for both FMLA and short-term leave, FMLA leave must run concurrently with such leave, and the faculty member may remain on FMLA leave for the period following the expiration of short-term leave to the extent the faculty member remains eligible for FMLA leave. If unpaid leave is taken, salary will be pro-rated over the faculty member's expected work period for the remainder of the academic year.

Length of service

0-2 years (FT service)	4 weeks
>2 years (FT service)	6 weeks

C. Course Release

If a faculty member's medical condition necessitates ongoing treatment, or the medical condition of a spouse, domestic partner, child, or parent necessitates the provision of ongoing care by the faculty member, the faculty member will be eligible for a paid one-course release for up to two consecutive semesters. If eligible for FMLA leave, the employee's leave will run concurrently.

D. Limit on Paid Medical Leaves

Paid semester leave is available for a maximum of two consecutive semesters and short-term paid leave is available once per semester, for no more than two consecutive semesters.

E. Procedure for Applying for a Medical Leave of Absence

As soon as a faculty member determines the need for a medical leave of absence, they should notify the Provost/SVPAA and the Office of Human Resources in writing, stating the nature of the request, the date the leave is to begin, and the expected date of return. Appropriate medical certification from the faculty member's health care provider will be requested by the Office of Human Resources. At all times, the College reserves the right to request certification of the faculty member's or family member's illness from the faculty member and their physician or the right to have the faculty member examined by a College-appointed physician. The faculty member is encouraged to work with the Provost/SVPAA and their center director in order to minimize disruption to academic activities in the Center during the leave.

V. PAID FACULTY PARENTAL LEAVE

A. Eligible Faculty Members

Faculty members shall be eligible for paid parental leave as specified in this policy if they are a 1) birth parent; 2) adoptive parent of a child; or 3) spouse or domestic partner of birth parent. If eligible for both FMLA leave and paid faculty parental leave, the leave will run concurrently.

B. Paid Parental Leave

1. Full Semester Leave

An eligible faculty member*, after completion of one year of service, shall, upon their written request, be granted one (1) full semester (either fall or spring) of paid leave at two-thirds salary**, which must be taken in the semester following the birth, adoption, or foster care placement of their child. If a faculty member and their spouse or domestic partner would otherwise both be eligible for parental leave under this policy, either one, but not both, may take this parental leave. All leave must be taken in consecutive days or weeks. Except as provided below, no intermittent leave is available for birth, adoption, or foster care placement.

2. Short-term Leave

If an eligible faculty member* does not want to take an entire semester of paid parental leave, they may take short-term paid parental leave of up to six weeks**, at full salary immediately after the birth, adoption, or foster care placement of a child. Nothing in this policy precludes the eligible faculty member from taking any remaining unpaid FMLA leave following the expiration of the short-term paid leave, in accordance with the College's FMLA policy. In case the faculty member takes paid or unpaid short-term parental leave, they are encouraged to work with the Provost/SVPAA and their center director in order to minimize disruption to academic activities in the Center.

* In cases in which a birth, adoption, or foster care placement occurs after the spring semester but before July 31, the faculty member is eligible for short-term paid parental leave at the beginning of the fall semester or a paid one-course release during that semester. This will be considered the faculty member's paid parental leave. The course release will be counted as reduced schedule leave against the faculty member's allowable FMLA leave and is the only type of reduced-schedule parental leave available under this policy.

** Eligible faculty members with less than one year of service are not eligible for a full semester of paid leave at two-third salary; however, they may take short-term paid parental leave of up to four weeks.

C. Unpaid Parental Leave

Faculty members who do not wish to take paid parental leave or who are not eligible to do so may take unpaid leave subject to approval, not to exceed six months. Note: this leave must be taken within 12 months of the birth or placement of the child and cannot be taken intermittently or through a reduced schedule. Please communicate with the Office of Human Resources for approval of unpaid parental leave.

D. Parental Leaves Limits

The paid parental leave benefit, whether long or short-term, may be used once per birth, adoption, or foster care placement event. Note that if both parents work for Goucher, they are limited to a combined total semester of leave.

E. Procedure for Applying for Parental Leave

The faculty member should provide the Provost/SVPAA and the Office of Human Resources with advance written notice of the intention to take parental leave as soon as practicable and, in no event later than May 1st for the fall semester and October 1st for the spring semester. If an employee is eligible for both parental leave and FMLA, the faculty member must complete FMLA paperwork in the Office of Human Resources. The College recognizes that, in the case of adoption or foster care placement, the timeframe may not be known that far in advance. In such event, the faculty member should provide the

Provost/SVPAA with notice of the possible adoption or foster care placement as specified above and must promptly notify the Provost/SVPAA and the Office of Human Resources once the date of such adoption or foster care placement is known. Any failure to give a timely notice may cause the leave to be delayed.

VI. GENERAL PROVISIONS REGARDING PAID MEDICAL AND PARENTAL LEAVE

A. Interaction with the Family and Medical Leave Act

The benefits afforded under this policy meet or exceed the rights afforded under the FMLA. Whenever a faculty member is eligible for both leave provided under Goucher policy and the FMLA, the faculty member's paid medical and parental leave will run concurrently with the faculty member's FMLA leave.

B. Application to Ten-month Employees

Under the College's FMLA policy, nine/ten/eleven month employees will not have those weeks counted against the 12 weeks of family/medical leave, so the faculty member is eligible for the full 12 weeks of FMLA leave even if the serious health condition or birth occurs during the summer months when they are not scheduled to work (if the faculty member otherwise meets the eligibility requirements for FMLA leave). If twelve month faculty members take paid leave during the summer months, those weeks will be counted against the FMLA leave.

C. Eligibility of Half-Time Faculty Members

Although half-time faculty members are normally not eligible for paid medical or parental leave under this policy, they may be eligible for Special Leave, as described in the Faculty Handbook.

D. Stop the Tenure Clock

As provided in Faculty Legislation, at the request of the candidate and the Center, with the assent of the Provost/SVPAA in consultation with the Rank, Promotion, and Tenure (RPT) Committee, consideration for tenure may be deferred, for no more than two years, to compensate the individual for medical or family circumstances that have impeded professional progress during the probationary period of service.

E. No Carry Forward or Terminal Leave

Medical or parental leave shall not accumulate or be carried forward from year to year and shall not be allowable as terminal leave when the faculty member leaves the College. When an employee leaves the College, this leave benefit may not be used to extend their termination date.

F. Continuation of Benefits

Benefits will be continued in accordance with College policy during the faculty member's paid leave. The College will continue to pay the premiums of group life insurance and long term disability insurance for all approved medical leaves. Medical insurance and TIAA contributions will continue to be paid by the College, and deductions will continue on the basis of salary paid. In the event that the faculty member takes unpaid medical leave, the faculty member will be responsible for making arrangements with the Office of Human Resources for full payment and continuance of benefits.

G. Duplication of Benefits

A faculty member who may be entitled to both paid medical and paid parental leave shall be entitled to only one form of paid leave (e.g., the faculty member may not take four weeks of paid short-term medical leave to give birth and an additional four weeks of paid parental leave).

H. Reassignment of Teaching Duties

The Provost/SVPAA has the discretion to reassign teaching duties and assign alternate appropriate duties to an eligible faculty member taking paid or unpaid medical or parental leave under this policy, when medically advised or to serve the integrity of the academic or administrative program. The duration of such reassignment of duties will depend on when the leave occurs during the course of the academic term; however, the Provost/SVPAA reserves the right to assign appropriate non-teaching duties to a faculty member if that is necessary to provide uninterrupted academic instruction.

I. Exceptions

The authority to grant exception to one or more of these policies and procedures is vested with the Provost/SVPAA.

J. Non-retaliation

Goucher will not permit any person to retaliate against or intimidate any faculty member that exercises their rights to take leave as provided under this policy.

VII. CHANGES TO POLICY

The College reserves the right to make changes to this policy. Changes that are made to the policy while a faculty member is already on leave, or after the faculty member has been approved for a leave, shall not apply to such faculty member.

VIII. RESPONSIBLE DEPARTMENT

[Office of Human Resources](#)

IX. CONTACT

The Associate Vice President for Human Resources is responsible for questions regarding this policy.

X. RELATED POLICIES

[Family and Medical Leave Policy](#)

XI. HISTORY

Policy created: April 8, 2013

Updated: January 31, 2022