

PARENTAL LEAVE FOR FACULTY

Related Policies

[Family and Medical Leave for Faculty](#)

Purpose:

The University's Parental Leave Policy is intended to support faculty as they balance professional and family duties before and after the birth or adoption of a child. Parental leave may be provided beyond the period of leave under the Family and Medical Leave Act (FMLA) and is based upon the faculty member's responsibilities as related to the academic semester as described below.

Eligibility:

Any regular faculty member as defined in the academic articles is eligible to apply for parental leave. A faculty member who adopts a spouse's child is not eligible for this benefit.

Definitions

Family and Medical Leave (FMLA) Any regular faculty member with a serious health condition caused by pregnancy, childbirth, or related medical conditions are entitled to paid family and medical leave. Leave for a serious health condition related to childbirth and recovery is at least eight (8) weeks of paid leave.

Child includes a biological or adopted child under the age of 18 as defined or recognized by the State of Indiana.

Parent includes biological parent or same gender spouse as defined or recognized by the State of Indiana.

Birth Mother includes biological parent who has given birth to the child.

Adoptive Parent person who adopts a child of other parents as his or her own child.

- **Primary Caregiver** person who has primary responsibility for the care of a child immediately following adoption.
- **Secondary Caregiver** person who provides assistance for the care of a child and is not the primary caregiver.

Tenured and Tenure-Track and Instructional Special Professional Faculty

Birth

- A tenured, tenure-track and instructional special professional faculty member is eligible for at least 8 weeks paid leave for the birth and recovery of her child under the FMLA policy.
- Because responsibilities are related to a semester, a faculty member whose due date for the birth of her child is any time during the semester is eligible for relief from all teaching and service responsibilities during that semester at full salary. When a faculty member has questions about the semester of relief, she should contact the Associate Provost for Faculty Affairs to determine the semester for relief.
- A faculty member who is the parent (and not the birth mother) in the event of the birth a child, is eligible for a one course reduction at full salary for one semester of the birth. If teaching load is greater than 9-credit hours in the semester, then faculty member is eligible for 2-course reduction. When the birth falls at the end or outside

of a semester, the faculty member spouse should contact the Associate Provost for Faculty Affairs to determine the semester for relief.

Adoption

- A faculty member who is the adoptive parent with primary caregiving responsibilities in the event of the adoption of a child, is eligible for relief of all teaching and service responsibilities at full salary during the semester in which the adoption occurs.
- A faculty member who is the adoptive parent with secondary caregiving responsibilities in the event of adoption of a child, is eligible for one-course reduction at full salary during the semester in which the adoption occurs. If teaching load is greater than 9-credit hours in the semester, then faculty member is eligible for a 2-course reduction.

Caregiver Extension for Tenured and Tenured-Track

The probationary period of an untenured member of the tenured and tenure track faculty is extended one year in connection with the arrival of the faculty member’s newborn or adopted child if:

- (1) the faculty member, preferably before the child’s arrival but no later than six months after arrival, elects such an extension by notifying the departmental chairperson, in writing, that the faculty member intends to act as the child’s caregiver during the year following the child’s arrival and
- (2) the faculty member acts as the caregiver during the year following the child’s arrival.

Faculty members who become eligible to take a caregiver extension during their first three-year appointment may elect to apply the extension to their first three-year appointment or they may defer such extension and, if reappointed, apply it to the second three-year appointment period. Nothing in this policy entitles a faculty member to any reappointment and, when a faculty member chooses to defer the extension until the second three-year appointment but is not reappointed, the extension is lost. In no event are the probationary periods specified in article III, section 5(a) increased under this policy or any other policy more than a total of two years.

Faculty intending to seek teaching or service reductions under this policy should notify their department chairs at least one semester prior so that arrangements to cover the faculty member's teaching obligations can be made.

INSTRUCTIONAL FACULTY	BIRTH	ADOPTION	TENURE CLOCK
Birth Mother	Teaching and service relief, semester of birth (includes FMLA leave-8 weeks)		Eligible for 1 year extension*
Parent	1-course reduction; if greater than 9-credit hours in the semester, then 2-course reduction, semester of birth		N/A
Adoptive Parent (Primary Caregiver)		Teaching and service relief, semester of adoption	Eligible for 1 year extension*
Adoptive Parent (Secondary Caregiver)		1-course reduction; if greater than 9-credit hours in the semester, then 2-course reduction, semester of adoption	N/A

Formula: 1-course reduction in the semester; if teaching load is greater than 9-credit hours, then 2-course reduction.

Research, Library and Non-Instructional Special Professional Faculty

Birth

- Research, library and non-instructional special professional faculty member who are the birth mother are eligible for at least 8 weeks paid leave for the birth and recovery of her child under the FMLA policy.
- Research, library or non-instructional special professional faculty members who are the birth mother in the event of the birth of a child are eligible for 4 weeks (the equivalent of 20 days) of parental leave at full salary beyond 8 weeks of paid FMLA leave.
- Research, library and non-instructional special professional faculty members who are the parent (and not the birth mother) in the event of the birth of a child, are eligible for 4 weeks (the equivalent of twenty (20) days) leave with full salary.

Adoption

- Research, library or non-instructional special professional faculty members who are the adoptive parent with primary caregiving responsibilities in the event of adoption of a child are eligible for 4 weeks of parental leave (the equivalent of twenty (20) days) with full salary.
- Research, library or non-instructional special professional faculty members who are the adoptive parent with secondary caregiving responsibilities in the event adoption of a child are eligible for 4 weeks (the equivalent of twenty (20) days) leave with full salary beyond FMLA.

NON-INSTRUCTIONAL FACULTY	BIRTH	ADOPTION
Birth Mother	FMLA (8 weeks, if applicable) + 20 days*	
Parent	20 days*	
Adoptive Parent (Primary Caregiver)		20 days*
Adoptive Parent (Secondary Caregiver)		20 days*

* Days may be taken non-consecutively

Procedures

Faculty intending to take parental leave under this policy should consult with their chair, director or supervisor as soon as administratively practicable but no later than one semester so arrangements to cover responsibilities can be made.

Notification for parental leave should be submitted directly to the faculty member's department through the [Parental Leave form](#).