



## University Senate CHARGE

<b>Date:</b>	February 22, 2012
<b>To:</b>	Charles Fenster Chair, Faculty Affairs Committee
<b>From:</b>	Eric Kasischke Chair, University Senate 
<b>Subject:</b>	Proposed Policies for Parental Leave for Faculty
<b>Senate Document #:</b>	11-12-32
<b>Deadline:</b>	March 30, 2012

The Senate Executive Committee (SEC) requests that the Faculty Affairs Committee review the attached draft policies for parental leave and modified duties for faculty and make recommendations on whether the draft policies are appropriate.

The University System of Maryland has been considering parental leave for faculty and staff. As the flagship campus of the USM, our University is leading the initiative by crafting policies for our campus. The University's Policy Review Committee of the Office of Faculty Affairs, an initiative stemming from the ADVANCE grant, has been instrumental in crafting these draft policies. The attached proposed policies address paid parental leave and modified duties for faculty. The SEC requests that the Faculty Affairs Committee review the proposed new policies to determine whether they are appropriate.

Specifically, we ask that you:

1. Review similar policies for parental leave at our peer institutions.
2. Consult with the University's Office of Faculty Affairs and the University's ADVANCE Policy Review Committee on the impact of these new policies on our faculty.
3. Consult with the Senate's Staff Affairs Committee to ensure uniformity amongst policies for faculty and staff.
4. Review whether the proposed new policies align with the USM Policy.
5. Review whether additional UMCP policies must be amended to accommodate the new policies.
6. Consult with the University's Office of Legal Affairs.

7. If appropriate, recommend whether the proposed policies should be revised.

We ask that you submit your report and recommendations to the Senate Office no later than March 30, 2012. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

## **Proposed UMCP Policy on Faculty Parental Leave**

This policy applies to both full-time and part-time tenured and tenure-track faculty and non-tenure track faculty with appointments for at least 50% FTE and a minimum term of 6 months. To be eligible for parental leave, a faculty member must have been employed with the institution for at least 6 months.

### **Paid Parental Leave**

Eligible faculty are entitled to receive paid Parental Leave of up to 30 workdays (6 work weeks) in connection with the birth of the faculty member's child or placement of a child younger than age 5 with the faculty member for adoption or foster care. Parental leave is available to eligible faculty within the first twelve (12) months following the birth or placement of a child for adoption or foster care. No institutional work-related duties are required of the faculty member by the University while he/she is on paid Parental Leave.

Parental leave is available to both male and female faculty parents. A birth mother also may be eligible to use creditable or non-creditable sick leave in the event of medically documented complications or illnesses related to pregnancy, such as severe morning sickness, the need for prenatal care, childbirth and the recovery from childbirth. Use of creditable or non-creditable sick leave shall not diminish the amount of parental leave to which the faculty parent is entitled. Use of parental leave does not require the faculty member to submit medical documentation.

When both parents have faculty status at the institution, each one shall be entitled to a separate, individual, maximum period of parental leave. The amount of leave for which one parent may be eligible, or the amount of leave used by one parent shall not limit or enhance the leave amount or the leave usage of the other parent. Parents shall be entitled to take leave in succession or simultaneously as long as simultaneous leaves do not substantially disrupt the academic program or unit of which the faculty members are a part.

In order to take advantage of this policy, the faculty member must notify their chair or unit head, and, if applicable, the Dean at least two months in advance of the date of expected use. Notice should include the projected date of birth of the child or the expected date of the child's placement through adoption or foster care.

In the event both eligible parents work at the institution, a period of paid Parental Leave is available to both, on a sequential basis, provided the faculty member on Parental Leave is responsible for more than 50% of the care of the child during normal working hours during that period. Both parents are expected to coordinate leave arrangements so that the combined periods of Parental leave and Modified Duties are not exceeded.

Other policies that may be relevant to faculty pertaining to the birth or adoption of a young child are referenced below:

### **II-2.30(D) UMCP Policy and Procedures Concerning Adoption Leave for Faculty**

<http://www.president.umd.edu/policies/ii230d.html>

**II-2.31(A) University of Maryland Policy on Family and Medical Leave for Faculty**

<http://www.president.umd.edu/policies/ii231a.html>

**II-1.00(D) University of Maryland Policy on Extension of Time for Tenure Review Due to Personal and Professional Circumstances**

<http://www.president.umd.edu/policies/ii100d.html>

**II-1.10(A) University of Maryland Policy for Part-Time Status of Tenured and Tenure-Track Faculty Due to Childrearing Responsibilities**

<http://www.president.umd.edu/policies/ii110a.html>

**II-2.30- Policy on Accident Leave and Creditable and Non-Creditable Sick Leave for Faculty Members**

<http://www.usmh.usmd.edu/regents/bylaws/SectionII/II230.html>

**II-2.30(A) University of Maryland Policy and Procedures for Non-Creditable Sick Leave for Faculty Members**

<http://www.president.umd.edu/policies/ii230a.html>

**II-2.20(A) UMCP Guidelines and Procedures for Faculty Leave of Absence Without Pay**

<http://www.president.umd.edu/policies/ii220a.html>

## **Proposed UMCP Policy on Modified Duties for New Parents**

This policy applies to both full-time and part-time tenured and tenure-track faculty and non-tenure track faculty with appointments for at least 50% FTE and a minimum term of 6 months. To be eligible for parental leave, a faculty member must have been employed with the institution for at least 6 months.

### Modified Duties

In addition to paid Parental Leave, eligible faculty parents may request an additional periodic of time during which her/his institutional work duties are reduced or modified without a reduction of salary. A faculty parent is eligible if she/he will be providing more than 50% of the care of the infant or young child during normal institutional working hours during this period. This period of Modified Duties is not leave, but rather a temporary reduction in institutional workload without a reduction in pay, intended to aid the faculty member in adjusting to the demands of parenting a newborn, adopted, or foster care child under the age of five.

Faculty members with instructional responsibilities (including tenured, tenure-track, and non-tenure-track instructors and lecturers) are entitled to a release from classroom teaching duties and service responsibilities for up to one (1) semester. Faculty members with instructional responsibilities are expected to continue to perform other non-classroom instructional duties for which they are ordinarily responsible, such as advising graduate students, as well as to sustain their research/creative activities as applicable during this period. Instructional faculty utilizing modified duty pursuant to this policy shall not be required to make up the reduced classroom teaching load in another semester to offset the reduced classroom course load during the period of modified duties.

Faculty without instructional responsibilities are entitled to a period of Modified Duties of up to 30 work days (6 weeks) in addition to the six (6) weeks of paid Parental Leave, subject to any limits established by contract or grant by the funding agency responsible for a research faculty member's salary support. The exact nature and schedule of the Modified Duties of faculty without instructional responsibilities shall be defined and approved in consultation with the faculty member's chair or unit head.

The period of eligibility for Modified Duties will normally extend from 3 months prior to 12 months following the birth or placement of a child for adoption. The combined period of Parental leave and Modified Duties must be concluded within 12 months of the birth or placement of the child for adoption.

In the event both eligible parents work at the institution, a period of Modified Duties is available to both, on a sequential basis, provided the faculty member on Modified Duties is responsible for more than 50% of the care of the child during normal working hours during that period. Both parents are expected to coordinate leave arrangements so that the combined periods of Parental leave and Modified Duties are not exceeded.

Other policies that may be relevant to faculty pertaining to the birth or adoption of a young child are referenced below:

**II-2.30(D) UMCP Policy and Procedures Concerning Adoption Leave for Faculty**

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