

## Guidelines for Maternity Leave for Nine Month Faculty Members

The Faculty Handbook permits paid maternity leave for nine month faculty members to cover “recovery from pregnancy, miscarriage, abortion, childbirth, and from any resulting disabilities.” Those eligible for paid maternity leave are nine month female faculty members who are tenured, probationary, or those who have been in a temporary contract status for at least one year at the time the leave begins. These guidelines are predicated on the expectation that colleges will work with these nine month faculty to provide eight weeks of paid leave provided the baby is born during the academic year or close to the beginning of the academic year.

The following general guidelines are intended to guide deans in implementing the paid maternity leave policy for nine month faculty members. Individual agreements that serve the interests of both the faculty member and the division may be negotiated.

1. This policy is only for faculty members who do not earn sick or annual leave.
2. Leave is granted to cover the time necessary for the medical recovery period as defined by the individual’s health provider and to provide time for initial bonding with the child. Under usual circumstances this time is eight weeks. Unpaid leave under FMLA still applies.
3. Leave is granted during the actual time period necessary. It is not stored or added if birth occurs during the summer term, or winter or spring breaks. For example, if a baby is born June 1, the employee would not be eligible for paid leave. If the baby is born on August 1, the faculty member would be eligible for six weeks of paid leave.
4. If eight weeks is insufficient, the faculty member can apply for FMLA.
5. During the semester in which paid maternity leave is used, the faculty member may be relieved of classroom and classroom-related obligations. Department chairs will work with faculty members to determine reasonable administrative, research, and service expectations during the semester in question. Except in extraordinary circumstances, no faculty member will be relieved of teaching responsibilities for both the fall and spring semesters. No faculty member will have teaching, administrative, research, or service expectations increased in subsequent terms as a result of choosing to take paid maternity leave.

### Procedures for Requesting Leave

1. As soon as possible, the faculty member should notify her department chair/dean of the due date and request assistance in planning a workload that accommodates the paid maternity leave.
2. The department chair in consultation with the faculty member should propose a work load that accommodates the paid leave. The plan should make clear the expectations for the portion of the semester that the faculty member is working full time. With the approval of the dean, the plan should be forwarded to the provost.
3. Depending on when the baby is due, the faculty member may be able to teach the courses typically taught during the semester. The assistance needed by the faculty member may be with grading at the end of the semester. The faculty member may benefit more from being relieved of research responsibilities or service responsibilities.
4. In order to insure that a faculty member has eight weeks of paid maternity leave, a faculty member may be asked to pick up different responsibilities during the portion of the semester that she is available to work full time. For example, she may be asked to assist with responsibilities relating to program assessment plans or an upcoming accreditation visit.