



Association of American Medical Colleges
2450 N Street, N.W., Washington, D.C. 20037-1127
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www.aamc.org

QUESTIONS: Faculty Time Off Policies

We are reviewing our faculty time policies, particularly how maternity or parental leave situations are covered. We provide faculty 22 days vacation every July (which they use within a year), and 12 days of sick time (which they can keep from one year to the next to a maximum of 120 days of sick time. When maternity or parental leave arises, we comply with the Family Medical Leave Act and use sick time to cover six - eight weeks around the birth itself, then vacation time for extenuating time beyond that. We would like to know if your institution:

- * Has a stated parental or maternity leave policy
- * If so, what time off does it provide and is it paid?
- * Is time provided above and beyond time off provided for vacation and sick time?
- * How much vacation and/or sick time do faculty receive?

Thank you very much for your feedback. We will summarize results in a confidential manner and share with all respondents.

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At the University of Central Florida the rules for the College of Medicine are the same as the university. Faculty or staff who takes maternity or parental leave are place on FMLA from day 1. They receive payment that they have accrued for vacation and or sick leave. Sick leave accumulation is up to 480 hours and vacation accrual up to 240 hours. There is no other payment available and if the employee doesn't have the accruals to cover their leave they are not paid. The employee must send HR a letter from their physician two weeks before they are to return to work that they are physically fit to resume their job.

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In general, our School of Medicine faculty get 4 weeks of paid time off during their 12 month appointment.

That time is called off duty and can be used for vacation. Our faculty do not have any sick leave per se, but would receive pay if they are disabled and file for short term or long term disability. During those disabilities, the department would pick up the pay differential.

Below are excerpts of Stanford University's policies related to Faculty Time off. Since we are in California, we have some legal requirements that others may not have.

Please let me know if you have any questions.

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Excerpts From Stanford School of Medicine's Faculty Handbook:

10.3 Annual Off-Duty Time in Lieu of Vacation

Members of the Academic Council (University Tenure Line, Nontenure Teaching Line, and Nontenure Research Line faculty) in the School of Medicine are paid for eleven months of service over a twelve-month period from September 1 to August 31. Therefore, during each academic year, the faculty member has a period of one month "off duty." This off-duty time may be taken all at once or in increments throughout the year as determined by the department chair to be consistent with the faculty member's fulfillment of his or her academic responsibilities.

The period of one month off duty is not termed "vacation." The unused portion of the month cannot be carried forward into a subsequent year except by prior approval by the department chair of an individual arrangement justified by academic considerations. Pay in lieu of off-duty time or for unused portions of such time at year-end or on termination of appointment is not possible.

Medical Center Line faculty are eligible for time off and sabbatical on the same terms as members of the Academic Council.

10.4 Family & Medical Leave Policies

Stanford University's family and medical leave policies are more fully described in the University's Faculty Handbook in Chapter 3.II (see excerpt, below. The department submits the signed Faculty Application for Leave of Absence form to the Office of Academic Affairs (OAA), where it is reviewed.



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The OAA forwards the request to Finance, where it is reviewed in regard to funding. The Senior Associate Dean for Academic Affairs then reviews the application to determine credibility of the leave plan and notifies the department of the outcome. For additional information, contact the Benefits Office.

10.5 Maternity Leave

Maternity leave (disability leave) for a period of time before and after delivery is at full salary. The leave period is determined by the faculty member =ED's physician, who certifies the number of weeks that she is disabled, both before and after delivery. Partial salary offset is provided by short-term disability insurance for which the woman faculty member is expected to apply. For additional information, contact the Benefits Office.

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10.6 Child Care Leave

Child care leave without salary, normally approved upon request, may be for a mother or a father of an infant for up to one year. Child care, medical, and family care leaves without salary may affect a faculty member's appointment end date. See Chapter 3.I.C. of the University's Faculty Handbook.

Excerpts From the University's Faculty Handbook:

Section 3.5 FAMILY AND MEDICAL LEAVE POLICIES

The following sections describe categories of leave that may be available to faculty who wish to reduce their responsibilities or take a leave of absence to meet family or personal obligations or needs. It should be noted that the leaves and other arrangements described in this document may extend the tenure clock and/or the length of a term appointment (see section = 2.1.D(2) of this handbook for more information about this topic). It should also be noted that temporary instructors are frequently needed when faculty take family-related or medical leaves. When this is the case, department Chairs and school Deans are responsible for making the necessary appointment arrangements.

3.5.A Pregnancy Disability Leave

California's Pregnancy Disability Leave Law allows for leave of up to four months due to medically certified, pregnancy-related disability. During pregnancy disability leave, the faculty member is expected to apply for short-term disability insurance according to established procedures.

(Specific instructions are available at <http://benefitsu.stanford.edu> .)

The length of pregnancy disability leave is determined by the faculty member's physician, who certifies the number of weeks that she is disabled, both before and after delivery. The University will continue to pay the faculty member the difference between her short-term disability benefit and her full academic base salary while she is on short-term disability.



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Department Chairs and Deans are expected to routinely approve requests for pregnancy disability leave. Sabbatical leaves are intended for professional development and should not be used for pregnancy-related leave.

3.5.B Reduced Teaching and Clinical Duties for New Parents

This policy is intended to provide faculty who become new parents with additional flexibility in their work schedule at the time of the birth or adoption of the child. To that end, a faculty member who gives birth may request a reduced teaching load during the quarter of the birth and/or in the subsequent quarter, if these are quarters in which she is normally expected to teach. Similarly, faculty who become fathers or adopt a child no older than five years of age may request a reduced teaching load during the quarter of the arrival of the child or in the subsequent quarter, if these are quarters in which they are expected to teach. During these quarters, the expectation is that faculty will remain on full salary and, except during pregnancy disability leave (if applicable), that they will continue to carry a full complement of professorial activities other than classroom teaching, such as research and scholarship, graduate and undergraduate student advising, committee work, etc. If the faculty member wishes to return to classroom teaching sooner, he or she may do so, but this should be a free choice on his or her part.

For most faculty in clinical departments in the School of Medicine, the closest analogy to classroom teaching with respect to time and effort is clinical service. A faculty member who gives birth may request to be excused from clinical responsibilities (as well as classroom teaching, if any) for 90 days following the end of her pregnancy disability leave. (During pregnancy disability leave, the faculty member is not on duty at all; as noted above, the period of pregnancy disability leave may be up to four months.) New fathers and adoptive parents may request to be excused from clinical duties (as well as classroom teaching, if any) for 90 days immediately following the arrival of the child. During these 90 days, the expectation is that faculty will remain on full salary and that they will continue to carry a full complement of professorial activities, other than clinical duties (and classroom teaching, if any), such as research and scholarship, advising, committee work, etc. If the faculty member wishes to return to clinical responsibilities (or classroom teaching, if any) sooner, he or she may do so, but this should be a free choice on his or her part. If advanced planning efforts of the faculty member and department indicate the need temporarily to hire a physician to provide clinical coverage, funds for this purpose will be provided by the Practice Plan. A justification of request for such funds will be required.

Eligibility under this policy is different from (and more limited than) eligibility under the policies for new parent tenure clock and appointment extensions. This reduced teaching and clinical duties policy is not intended for parents whose newborn or newly adopted child is cared for more than half-time by either a spouse/partner or a childcare provider. A faculty member using this policy would normally be the sole caregiver for at least twenty hours during the work week during the hours from 8 a.m. to 7 p.m., Monday through Friday. To apply for this policy, faculty should complete the form entitled, "Application for Reduced Teaching or Clinical Duties for New Faculty Parents."



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In implementing this policy, the faculty member should not be expected to assume a heavier than normal teaching load when returning to regular teaching duty. (Because the School of Law has a semester-based rather than a quarter-based calendar, faculty in this school who use this policy are expected make up one of the courses not taught during the period of reduced teaching. The course may be made up either before or after the period of reduced teaching.) Department Chairs and Deans should guard against any possible adverse consequences to faculty members on account of using this policy. For instance, while it is proper for department Chairs and Deans to take into consideration an individual's productivity and contribution to the department or school during the prior year when setting salaries, the same standards should apply to all faculty in the unit without respect to the type of leave taken. The reduction of teaching and clinical duties under this policy does not extend the seven year tenure clock or the ten year appointment clock.

3.5.C Childcare Leave

Any faculty member, male or female, who becomes a parent whether by birth or adoption, may request a leave without salary of up to one year, at full or part-time, for the purpose of caring for the child. For a faculty member who gives birth, such a leave could be in addition to pregnancy disability leave; for all parents such leave should be in addition to a period of reduced teaching and clinical duties. Requests for childcare leave are subject to the normal approval process, but department Chairs and Deans are urged to give priority to such requests. Once again, faculty members may not use accrued sabbatical leave for childcare leave.

Upon request of the faculty member, the first twelve weeks of childcare leave may be taken as family leave provided the faculty member meets the eligibility requirements, so as to continue Stanford's usual contribution to group medical and dental health plans (see the Family and Medical Leave section below). After the first twelve weeks, a faculty member on full leave without salary must pay the University's portion of the monthly premium in addition to his/her own premium to insure continuous insurance coverage.

For faculty members on partial leave, the University's contribution may continue, depending on the percent time of the leave. Those on leave more than 50% time are responsible for the entire cost of insurance premiums.

Those on leave at 25% to 50% of full time receive a partial University contribution, and those on leave less than 25% time receive the full usual University contribution.



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3.5.D Family and Medical Leave

Stanford's policy on Family and Medical Leave for Faculty follows the guidelines of the California Family Rights Act of 1991 (amended in 1993) and the federal Family and Medical Leave Act of 1993. This legislation provides for up to 12 weeks of unpaid leave in any 12 month period for eligible employees for certain family and medical reasons. Family or medical leave may be taken for the following reasons:

To care for the faculty member's spouse (including same-sex domestic partner), child, or parent who has a serious health condition;

For a faculty member's serious health condition;

For childcare leave as described above in Section 3.5.C .

A serious health condition is defined as any illness, injury, impairment, or physical or mental condition serious enough to involve hospitalization, in-patient care in a residential medical facility, or continuing treatment or supervision by a health care provider. In the case of a serious personal health condition, the faculty member may be eligible for short-term or long-term disability payments.

To be eligible for family or medical leave, an individual must have been employed by Stanford (within the U.S.) for at least 12 months at 50% time or more. An individual is not eligible if he/she has used the maximum yearly leave provided by law.

When the need for family leave is foreseeable, requests for family or medical leave should be made sufficiently in advance to allow the school or department to make replacement teaching and other arrangements. During family or medical leave, the University continues its contributions toward medical and dental group health plans. The faculty member continues to be responsible for paying his or her own premium. If additional leave is approved beyond the 12 weeks of family or medical leave, the faculty member must pay the University's portion of the monthly premium in addition to his or her own premium to ensure continuous insurance coverage.

3.5.E Family Temporary Disability

Family Temporary Disability (FTD) insurance is available to all faculty members who participate in the Stanford Voluntary Disability Insurance (VDI) Plan or the California State Disability Insurance (SDI) Plan. It provides partial wage replacement during an approved Family and Medical Leave to care for a seriously ill family member or Childcare Leave to care for a new child. Additional information is available at:

http://benefitsu.stanford.edu/time/time_off_ftd.html



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3.5.F Short-Term and Long-Term Disability

Faculty members experiencing a short-term disability (including pregnancy disability) or long-term disability are encouraged to contact Benefits (<http://benefitsu.stanford.edu>) to obtain information about and to apply for the University's disability benefits. In addition, the faculty member is encouraged to contact his or her department Chair or Dean's Office to address issues pertaining to teaching, research, appointment dates, tenure clock deadline, grant administration and other related issues.

