\*CHAPTER 10: NON-ACADEMIC LEAVES OF ABSENCE

 The University is committed to helping faculty balance their professional and personal responsibilities. It recognizes that medical or family-related responsibilities should not create obstacles to academic careers. By promoting policies that support faculty in managing these commitments, the University strengthens its academic community and contributes to the broader success of higher education.

# 10.1 General Provisions

When this chapter mentions a “child” or “children” that means a biological or adopted or foster child of the faculty member (or of the faculty member’s spouse or partner) who lives with the faculty member.

When this chapter mentions “faculty,” that includes all full-time faculty, tenured, tenure-track, and non-tenure-track (except visiting appointments), except where a provision specifically refers to tenured or probationary faculty.

When this chapter mentions that the individual is “entitled,” the leave is provided automatically upon proper notification by the individual to the dean and Vice President for Academic Affairs and Provost, as long as the notification is accompanied by documentation satisfactory to the Provost.

Requests under this chapter are submitted by the faculty member, in writing, to the department chair/program director, the dean, and then to the Senior Vice President for Academic Affairs and Provost for final adjudication.

# 10.2 Medical Leaves

This subsection summarizes the types of medical leave available. For information on benefits available to individuals on unpaid medical leave see the Human Resources website, <https://hr.tulane.edu/benefits>.

**10.2.1 Absences due to Illness**

The duties of all faculty, regardless of the duration of their appointment/reappointment letter, are reckoned in either nine or twelve months per year.

Any faculty member who is absent because of illness should make arrangements through their department or area chair to see that their teaching and other responsibilities are met.

Nine-month faculty do not have a specific number of days a year during which they are allowed sick leave, and therefore do not accrue days of sick leave.

Faculty with twelve-month appointments will be allowed to use up to twenty days of sick leave each fiscal year paid at base salary. Unused sick leave does not carry-over to the next fiscal year.

Both nine-month and twelve-month faculty may be eligible for leave under the Family and Medical Leave Act of 1993 (FMLA) for absences of 3 or more days. Requests for FMLA leave must be made to The Standard ([File Claims and Absences | The Standard](https://www.standard.com/file-claims-and-absences) or 866.756.8116) and must follow the absence notification procedures for your departments, and should indicate the reason, start date, and length of leave requested. If the need for leave is foreseeable, faculty should request leave at least 30 days in advance of the start date of leave. (see Section 10.2.4)

Faculty who are members of the Tulane University Medical Group (TUMG) will follow the policies outlined in the Faculty Practice Plan.

The University will maintain an employee’s group health plan welfare benefits coverage while on sick leave on the same terms as if the employee had continued to work, if these benefits were provided before the leave was taken. Employees are required to pay their regular portion of premiums during leave.

**10.2.2 Short-Term Disability Leave (PAID)**

Short-term disability leave ensures financial support for faculty during unexpected health challenges. Short-term disability leave provides temporary income replacement for faculty members who experience non-work-related illnesses or injuries that prevent them from performing their job duties.

A full-time faculty member is eligible for short-term disability leave after six months of employment.

Requests for short-term disability leave must be made to The Standard ([File Claims and Absences | The Standard](https://www.standard.com/file-claims-and-absences) or 866.756.8116), follow the absence notification procedures for your school, and should indicate the reason, start date, and the length of leave requested. If the need for leave is foreseeable, faculty should request leave at least 30 days in advance of the start of leave.

Teaching assignments must be negotiated with the department chair and dean, and the faculty member.

See the [Human Resources Website](https://hr.tulane.edu/short-long-term-disability) for full details of short-term disability leave.

**10.2.3 Long-Term Disability Leave (PAID)**

Long-term disability leave helps to alleviate the financial burden of faculty members who experience long-term illnesses or injuries that prevent them from working.

Requests for long-term disability leave must be made to The Standard ([File Claims and Absences | The Standard](https://www.standard.com/file-claims-and-absences) or 866.756.8116), follow the absence notification procedures for your school, and should indicate the reason, start date, and the length of leave requested.

Teaching assignments must be negotiated with the department chair and dean, and the faculty member.

See the [Human Resources Website](https://hr.tulane.edu/short-long-term-disability) for full details of long-term disability leave.

**10.2.4 Family Care and Medical Leave (UNPAID)**

The University provides unpaid, job-protected leave under the federal Family and Medical Leave Act of 1993 (FMLA) to eligible employees. To take FMLA leave, an employee must be eligible and take leave for an FMLA-qualified reason. Upon returning from FMLA leave, an employee will have the right to be restored to the same job or an equivalent position,[[1]](#footnote-2) subject to the terms, limitations, and exceptions provided by law. Please see the FMLA policy [LINK] for more information about employee eligibility, FMLA-qualified reasons, and how to file a claim.

A tenure track faculty member who has been granted extended leave of absence contemplated by this policy can request an extension of the tenure decision date. Such extensions shall be requested in writing and shall be directed to the dean of the school of review and recommendation in writing to the Senior Vice President for Academic Affairs and Provost, either prior to the leave or within six months after returning to regular activities.

**10.2.5 Unpaid Medical Leave**

Faculty members who are not eligible for FMLA leave and are unable to work due to an illness, injury, or disability (including pregnancy-related disability) may be eligible for an unpaid medical leave. The Senior Vice President for Academic Affairs and Provost may approve eligible faculty members on medical leave for the period that they are unable to work. Unpaid medical leave runs concurrently with any other leaves for which a faculty member qualifies. While unpaid medical leaves exceeding one year are not typically granted, the Senior Vice President for Academic Affairs and Provost may extend such leaves as permitted by law.

Faculty anticipating a leave without pay should consult the Human Resources website for information about the effect of the leave on their benefits.

Faculty members with disabilities who require reasonable accommodations to perform their essential job duties are encouraged to contact ADAaccess@tulane.edu.

# 10.3 Paid Parental Leave Policy for Faculty

**10.3.1 The Purpose of this Paid Parental Leave Policy**

Tulane University provides 6 weeks of continuous time off to faculty to care for and bond with a child following the birth or placement or legal adoption of a child, or the foster placement of a child to commence within 6 months of the birth, adoption, or foster placement. All Paid Parental Leave provided under this policy shall be administered by The Standard. Paid Parental Leave is paid at 100% of compensation.

**10.3.2 Eligibility; Duration of Paid Parental Leave; Teaching Assignments**

A full-time faculty member is eligible for a Paid Parental Leave and may take up to 6 weeks in a rolling backward 12-month period. Any extension of leave should be requested under the Personal Leave Policy in accordance with the Faculty Handbook.

If and when a faculty member is eligible for FMLA, the faculty member must be placed on FMLA leave with Human Resources. Faculty should refer to the FMLA policy for FMLA eligibility requirements.

Teaching assignments must be negotiated with the department chair and dean, and the faculty member will receive a six-week leave irrespective of the timing of the academic year.

For example, faculty who are lead faculty of semester-long courses will have no teaching assignments in the semester of their choice within 6 months prior to or following the birth adoption/placement, or foster placement.

With respect to adoption or foster placement, the child must be under the age of 18.

Multiple births, adoptions, or foster placements (e.g., the birth of twins or adoption or foster placement of siblings) does not increase the six-week total amount of Paid Parental Leave granted for the event.

**10.3.3 Coordination with Other Leaves**

Where federal, state or local unpaid or paid parental leave laws, accommodation laws, family and medical leave laws or paid sick leave laws offer more protections or benefits to faculty, the protections or benefits more favorable to the faculty member, as provided by such laws, will apply and leaves under this policy will run concurrently with such laws to the extent permitted by applicable law.

Generally, short-term disability allows 6 weeks for a normal, uncomplicated delivery and an 8-week recovery period for a cesarean delivery. A 30-day calendar waiting period applies before becoming eligible to receive short-term disability benefit payments. Paid Parental Leave can help cover the unpaid waiting period and must be exhausted before becoming eligible for short-term disability benefit payments.

Paid parental leave is to be fully coordinated with other leave and benefit provisions, so as to avoid duplication. Accordingly, paid parental leave will run concurrently with any leave provided by law in connection with the birth, adoption, or placement into foster care of a child. Similarly, when a faculty member is eligible to receive maternity-related disability benefits or paid family leave benefits while on leave connected with the birth or adoption of a child, the paid parental leave will run concurrently to and supplement the benefits that the individual would be entitled to receive, so as to equal full pay for up to six weeks.

**10.3.4 Faculty Request; University Approval Process**

Requests for Paid Parental Leave must be made to The Standard ([File Claims and Absences | The Standard](https://www.standard.com/file-claims-and-absences) or 866.756.8116), follow the absence notification procedures for your department, and should indicate the reason, start date, and the length of leave requested. If the need for leave is foreseeable, faculty should request leave at least 30 days in advance of the start of leave. University approvals for faculty Paid Parental Leave will be made by the dean and Sr. VP for academic affairs and provost.

Any intentionally misleading or fraudulent information provided at any point in the process of requesting or seeking approval for an employee’s Paid Parental Leave (including the medical certification process, if applicable), could result in disciplinary action up to and including institution of dismissal proceedings.

**10.3.5 Documentation of the Need for a Paid Parental Leave**

The University and its delegate, The Standard, reserve the right to request documentation sufficient for it to determine whether to grant a Paid Parental Leave, to the extent permitted by applicable law. A faculty member’s own certification on a form provided by the University may be acceptable for this purpose.

**10.3.6 Reporting While on Leave**

The University may require Faculty on Paid Parental Leave to report periodically on their status and intent to return to work.

**10.3.7 Other Leaves; Treatment of University Holidays & Winter Recess**

A Paid Parental Leave shall not extend any leaves running concurrently with a Paid Parental Leave. Holidays, Winter Recess, or an Emergency Closure will not extend Paid Parental Leave.

**10.3.8 Treatment of Faculty Health and Welfare Benefits**

The University will maintain a faculty member’s group health plan coverage and HSA or health flexible spending account during a Paid Parental Leave on the same terms as if the employees had continued to work, if these benefits were provided before the leave was taken. Faculty are required to pay their regular portion of premiums during leave. Group life insurance, AD&D, short- and long-term disability coverage will also be maintained during a Paid Parental Leave, subject to the same cost-sharing applicable to active faculty.

**10.3.9 When Faculty Return from Paid Parental Leave**

When a faculty member returns to work from Paid Parental Leave, they will be reinstated to the position they left without a break in service or benefits accumulated prior to the start of leave.

Faculty must notify [The Standard File Claims and Absences | The Standard](https://www.standard.com/file-claims-and-absences) or 866.756.8116) **and** the University (TUBenefits@tulane.edu) 2 business days prior to the anticipated return to work date.

**10.3.10 Failure to Return from Leave**

Although Paid Parental Leave cannot be extended, faculty members may qualify for extensions of leave under a separate leave of absence policy as outlined in the Faculty Handbook. Without such an extension, failure to return to work promptly following the expiration of a faculty member’s Paid Parental Leave may result in institution of dismissal proceedings, or reinstatement to a different or non-equivalent position.

# 10.4 Adjustments of Workloads for Extraordinary Family Responsibilities

Extraordinary circumstances are normally external, unanticipated and beyond the control of the individual. They do not include events the impact of which could have been controlled or avoided through the exercise of due diligence.

To accommodate extraordinary family responsibilities of full-time faculty (for example, the need to provide unexpected physical or psychological care for a child, spouse or relative, or coping with an unexpected death in the family), the Senior Vice President for Academic Affairs and Provost (with the recommendation of the dean) may approve:

* + 1. modified responsibilities, up to two years, where the faculty member is given special consideration as to teaching and service assignments.
		2. reduced duties (at proportionate compensation), for up to two years.
		3. unpaid leave of absence, up to one year, to run concurrently with any leave provided by law.

The University provides unpaid, job-protected leave under the Family and Medical Leave Act of 1993 (FMLA). To take FMLA, an employee must be eligible and take leave for an FMLA-qualified reason. Please visit [LINK TO MASTER POLICY] to learn more.

# 10.5 Considerations for Tenure Track Faculty

# 10.5.1 Length of Probationary Period

If a probationary faculty member is a parent or primary caregiver of a newly born or newly adopted child, he/she shall be entitled –at his/her own discretion-- to an extension of up to one year in the probationary period. The faculty member must notify, before the academic year of review, the appropriate dean in writing of her/his intention to extend the probationary period.

Up to one year may be added to the probationary period of any faculty member to accommodate family responsibilities, including caring for a child or children or relatives, subject to the approval of the dean and the Senior Vice President for Academic Affairs and Provost.

A faculty member who qualifies under more than one of the preceding subsections is entitled to have two years added to the probationary period. Absent special approval by the dean and the Senior Vice President for Academic Affairs and Provost, however, there shall not be more than a total of two years added to the probationary period for any reason or combination of reasons under this chapter or other policies. A faculty member whose probationary period has been extended will nevertheless be entitled, if he or she wishes, to be considered for tenure as if there had not been an extension.

# 10.5.2 Expectations Concerning Scholarly Productivity

A faculty member’s taking of a paid parental leave or an extension of the probationary period as provided in this chapter will not increase the expectations for scholarly productivity on account of the leave or extension.

**10.6 OTHER LEAVES OF ABSENCE**

**10.6.1 Bereavement Leave**

Faculty are allowed a paid period of leave in the event of a death in their immediate family.

The maximum bereavement leave is three (3) working days for a funeral held within one hundred (100) miles of New Orleans or five (5) working days for a funeral held more than one hundred (100) miles from New Orleans.

**10.6.2 Military Leave**

The University grants military leave in accordance with law. Detailed policies are available on the Human Resources website.

**10.6.3 Jury Duty**

Leave for jury service is available to faculty as for other University employees as specified on the Human Resources website.

**10.6.4 Vacation**

The duties of all faculty, regardless of the duration of their appointment/reappointment letter, are reckoned in either nine or twelve months per year.

Faculty members on nine-month appointments do not earn vacation time. Full-time faculty on twelve-month appointments can use up to twenty days of vacation time annually, but unused vacation days will not be carried forward and there is no payment for unused vacation days at the end of employment at the University. Faculty who are members of the Tulane University Medical Group (TUMG) will follow the policies outlined in the Faculty Practice Plan.

**10.6.5 Personal Leave of Absence (UNPAID)**

Unpaid personal leaves of absence may be granted at the discretion of the Senior Vice President for Academic Affairs and Provost for faculty members who are not eligible for another type of leave (Research, Illness, Family and Medical, Medical, or Parental Leave.) Personal leaves may be granted for one or two semesters and generally may not exceed one year.

1. An equivalent position is one that is virtually identical to the employee’s former position in terms of pay, benefits and working conditions, including privileges, perquisites and status. It must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, responsibility, and authority. 29 CFR § 825.215(a) [↑](#footnote-ref-2)