\*CHAPTER 3: FACULTY: ACADEMIC PRACTICES AND POLICIES

## 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>.

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 for review and recommendation in writing to the Vice President for Academic Affairs and Provost, either prior to the leave or within six months after returning to regular activities.

## Academic and Work-Life Balance

See Chapter 10.

## 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. Visit [LINK] for more information.

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

Insurance benefits ordinarily provided by the University and for which the faculty member is otherwise eligible, will be continued during the period the faculty member is medically certified as unable to work due to a medical disability or serious health condition. The cost of coverage normally borne by the faculty member will remain the responsibility of the faculty member. Once a doctor has certified that the faculty member is medically able to return to work, they are expected to do so unless there are extenuating circumstances. If they do not return to work promptly, the faculty member will be responsible for paying the full cost of benefit premiums until they return to active service.

## Statutory Family Care and Medical Leave (UNPAID)

The University provides unpaid, job-protected leave under the 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-1), 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.

The FMLA policy is incorporated into the Faculty Handbook by reference here and is subject to the same review and approval requirements for any proposed changes.

## Medical Leave (UNPAID)

Faculty members who are unable to work due to an illness, injury, or disability (including pregnancy-related disability) may be eligible for an unpaid medical leave. Such individuals may qualify for disability benefits while on medical leave. The Senior Vice President for Academic Affairs and Provost may place eligible faculty members on medical leave for the period that they are unable to work. Medical leave runs concurrently with all other leave for which a faculty member qualifies. Medical leaves for longer than one year are not regularly available, although the Provost may extend the leave and the University will do so to the extent the law allows.

As an alternative, upon request, the University will consider reasonable accommodations necessary to enable a faculty member with a qualifying disability (as defined under state and federal law) to perform the essential function of his or her position.

1. An equivalent position is one that is virtually identical to the [employee](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=bea914a5c8e96d2bd45bd15266f83a24&term_occur=999&term_src=Title:29:Subtitle:B:Chapter:V:Subchapter:C:Part:825:Subpart:B:825.215)'s former position in terms of [pay](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=6e35f352bc7088ba4b84056fa43424ec&term_occur=999&term_src=Title:29:Subtitle:B:Chapter:V:Subchapter:C:Part:825:Subpart:B:825.215), 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-1)