# FACULTY HANDBOOK REVISIONS

APRIL 2025

# Explanatory Memo

**Chapter 3 and Chapter 10 revisions**

The Faculty Handbook Committee (FHC) is presenting proposed revisions to Chapter 3, Section 5 “Academic Practices and Policies: Leaves of Absence” and Chapter 10 “Academic and Work-Life Balance” related to leave of absence polices.

The FHC reorganized these chapters to move all non-academic leaves to Chapter 10. Academic Leaves of Absence remain in Chapter 3.

To reflect these changes, the Faculty Handbook Committee recommends renaming Chapter 10 from “Academic and Work Life Balance” to “Non-Academic Leaves of Absence.” The revisions to this chapter include:

* Reorganizing the Chapter into separate sections covering Medical Leaves, Parental Leave, Considerations for Tenure Track Faculty, and Non-Medical Leaves;
* Updating Medical Leaves to include information on Short and Long Term Disability, which Tulane began offering to all employees in 2024;
* Updating the section on the [Family and Medical Leave Act](https://hr.tulane.edu/fmla-policy) for greater consistency and clarity; and
* Incorporating the entire text of the Parental Leave Policy for Faculty.

In addition, the Office of Human Resources established a new partnership with The Standard Insurance Company to manage Family Medical, Parental, and similar leaves of absence to make the experience of [reporting a leave of absence](https://hr.tulane.edu/reporting-leave-absence) smoother and easier.  Contact information for The Standard is now linked in the Faculty Handbook.