

FACULTY MEETING
October 7, 2011

MOTION

BE IT RESOLVED, that the Faculty Parental Leave Policy in the *Faculty Handbook*, Part Four, III, be revised as follows:

Old Language:

III. PARENTAL LEAVE FOR FACULTY

In the event of childbirth, a full-time faculty member may apply for one of the following work arrangements through the Office of the Dean of the Faculty:

- A. Full pay for the period of disability for the mother (six weeks under normal circumstances) and unpaid leave of absence for the remainder of the semester. Disability papers obtained from Human Resources must be completed by the mother and physician under these circumstances; or
- B. Alternate work arrangement mutually agreed upon by the faculty member, Department Chair and the Dean of the Faculty, which will normally result in a one-course release for the employee (limited to one parent if both are employed by the College) for the semester prior to, during, or after the birth with no reduction in salary.

In the event of adoptions, one parent can apply for option two. Both options are covered by full benefits.

Faculty seeking parental leave should file a Disability Reporting Form with Human Resources, available online at:

http://cms.skidmore.edu/hr/forms/upload/STD_Form.pdf

New Language:

III. PARENTAL LEAVE FOR FACULTY

- A. A full-time faculty member who is considered the birth parent or primary caregiver
 - 1. A full-time faculty member who has taught at the College for less than one continuous year, with birth or adoption occurring between Aug 1 and May 31, will receive a combination of 8 weeks of disability at partial pay based on NYS Disability benefits rate (equivalent for adoptions), and the remainder of the semester before and after the disability period at half-pay for the semester.
 - 2. A full-time faculty member who has taught at the College for less than one continuous year, with birth or adoption occurring between June 1 and July 31, will receive a

combination of 8 weeks of disability at partial pay based on NYS Disability benefits rate (or equivalent for adoptions) and unpaid leave for the following semester.

3. A full-time faculty member who has taught at the College for at least one continuous year, with birth or adoption occurring between Aug 1 and May 31, is eligible for paid leave for the entire semester. This pay will combine 8 weeks full disability pay (or equivalent for adoptions) and full pay under this policy for the remainder of the semester before and after the disability period.
4. A full-time faculty member who has taught at the College for at least one continuous year, with birth or adoption occurring between June 1 and July 31, is eligible for a one-course teaching reduction with no salary reduction for the semester before or after the birth or adoption;

or

a combination of 8 weeks of full disability pay (or equivalent for adoptions) and unpaid leave for the semester before or after the disability period

Faculty applying for leave under this policy will complete a Faculty Application for Parental Leave. Faculty who will be absent from the College due to giving birth will also be responsible for completing a Notice and Proof of Disability Claim Form and forwarding the claim form to their physician for completion. The physician will return the form to Human Resources. Completion of these forms will allow paid and unpaid leave under this policy.

The forms are available online at:

<http://cms.skidmore.edu/hr/forms/upload/FacultyLeaveRequestForm.pdf>

In the event that a faculty member chooses to return to the classroom mid-semester, the faculty member must have a physician complete and return a Physician's Release for Work form to Human Resources indicating the faculty member may return to full employment and specifying whether there are any restrictions. The Chair, in conjunction with the Dean of the Faculty, will determine if the restrictions can be accommodated. The Chair, in conjunction with the Dean of the Faculty, may also offer the faculty member special project work for the remainder of the semester, if available.

B. A full-time faculty member who is considered the NON birth parent or primary caregiver

A faculty member who has taught at the College in a full-time position for at least one continuous year and is considered the non-birth parent is eligible to apply for one course reduction the term before, during, or after the birth or adoption with no salary reduction if the birthing parent (primary care giver for adoptions) does not teach at the College.

Faculty who apply for a one course reduction with no salary reduction will be responsible for completing the Faculty Affidavit of Parental Leave form attesting to the birth or adoption of a child.

The form is available online at:

<http://cms.skidmore.edu/hr/forms/upload/FacultyLeaveRequestForm.pdf>

Faculty members who wish to stop the tenure clock must make the request in writing to the Dean of the Faculty no later than May 15th prior to the semester in which the tenure review is scheduled to occur (*Faculty Handbook*, Part One, Article IX, D, 4).

Note: Administrators holding faculty rank are not eligible for this policy. The College maintains the sole authority to approve the requested leave and reserves the right to change, revise, or terminate this policy at its sole discretion.

Further information about the parental leave policy is available online at:

<http://cms.skidmore.edu/hr/policies/upload/FacultyParentalLeavePolicy.pdf>

RATIONALE:

The Family and Medical Leave Act (FMLA) mandates that eligible members of the faculty are granted up to a 12-week unpaid leave for the period surrounding the birth or adoption of a child and that no academic or administrative work is expected of them during this period. If a birth or adoption occurs during the instructional period, our current Skidmore arrangements allow faculty members to take paid leave for up to 8 weeks (depending on the circumstances of the birth) and an unpaid leave for the rest of the semester or a course release. These arrangements are not ideal for maintaining the continuity of instruction in the classroom and may also cause financial hardship.

Therefore the primary goal of the revised policy is to maintain the integrity of the classroom (by avoiding the disruption of replacing one faculty member with another during the course of a single semester) and to allow the faculty member to take a full semester's leave without loss of pay (in the case of a faculty member who has taught at the College for at least a continuous year) and without complete loss of pay (in the case of a faculty member who has taught at the College for less than a continuous year). The revised policy also brings us into line with benefits offered by peer and aspirant institutions.

Skidmore College is committed to supporting faculty members by providing them with clear and reasonable options for managing their professional and parental responsibilities. In formulating its parental leave policy, the College affirms for its faculty, and indirectly for its students, a commitment to parents who seek to lead full professional, intellectual, and personal lives.

The provisions and applications of this policy are meant to be consistent with state and federal law, including the Family and Medical Leave Act.