



## FACULTY PARENTAL LEAVE POLICY

Skidmore College is committed to supporting faculty members by providing them with clear and reasonable options for managing their professional and parental responsibilities. The College's parental leave policy for faculty giving birth or adopting a child during the instructional period is built on two main tenets: first, that eligible members of the faculty are granted up to an 8-week paid leave in the period surrounding the birth or adoption of a child, and that no academic or administrative work be expected of them during this period; second, that faculty members be able to take a paid parental leave for the remainder of the semester and return to work without experiencing a full loss of income within the year of birth or adoption.

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. A primary goal of the policy is to allow both the faculty member and the College the opportunity to maintain the integrity of the classroom and avoid placing undue burden on the individual or the department.

All provisions and applications of this policy are meant to be consistent with state and federal law, including the Family and Medical Leave Act. In accordance with College policy, absence under the Faculty Parental Leave Policy will also be designated as time absent under the Family and Medical Leave Act.

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

In the event a faculty member chooses to return to the classroom mid-semester, it is required that the faculty member's 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 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.

If you wish to stop your tenure clock please note that you must make the request in writing to the Dean of the Faculty no later than May 15<sup>th</sup> prior to the semester in which the tenure review is scheduled to occur (faculty Handbook, part One, Art IX, Part D (4)).

Though individual decisions about replacing a faculty member in the classroom remain at the discretion of the Dean of the Faculty, it is presumed the College shall replace faculty members who are on parental leave.

Administrators holding faculty rank are not eligible for this policy.

# FACULTY PARENTAL LEAVE OPTIONS

## **Full-time Faculty Member Who is considered the Birth Parent or Primary Caregiver**

### **Full-time Faculty Member for Less Than One Continuous Year**

#### **Birth or adoption occurring between Aug 1 and May 31**

A combination of 8 weeks of disability at partial pay based on NYS Disability benefits rate (equivalent for adoptions), and remainder of the semester prior to and after the disability period at half-pay for the semester.

#### **Birth or adoption occurring between June 1 and July 31**

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

### **Full-time Faculty Member for At Least One Continuous Year** (birth parent or primary caregiver)

#### **Birth or adoption occurring between Aug 1 and May 31**

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 disability period.

#### **Birth or adoption occurring between June 1 and July 31**

Eligible for a one course teaching reduction with no salary reduction for term before or after the birth or adoption;

**Or**

A combination of 8 weeks of full disability pay (or equivalent for adoptions) followed by unpaid leave for the semester prior to or after the disability period

## **Full-time Faculty Member Who is considered the NON Birth Parent or Primary Caregiver**

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. Eligible to apply for one course reduction the term before, during, or after the birth or adoption with no salary reduction.

All provisions and applications of this policy are meant to be consistent with state and federal law, including the Family and Medical Leave Act. In accordance with College policy, absence under the Faculty Parental Leave Policy will also be designated as time absent under the Family and Medical Leave Act.

The College maintains sole authority to approve requested leave.

The College reserves the right to change, revise, or terminate this policy at their sole discretion.