

FACULTY PARENTAL LEAVE POLICY

Purpose:

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 eight (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 a semester, within twelve months of the birth or adoption of a child, 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.

Eligibility:

Full-time faculty with a minimum of one (1) continuous year of service are eligible for faculty parental leave. Eligible full-time faculty will be granted parental leave for one (1) semester (9 contact/credit hours) with full pay for the semester surrounding or following birth or adoption. When both parents are Skidmore College faculty, they may be granted leave concurrently, or in consecutive semesters within twelve (12) months of the birth or adoption.

Birth parents are eligible for eight (8) weeks of Short-Term Disability Leave at full pay, or an equivalent period for the primary caregiver for an adopted child, and full pay as parental leave for the remainder of the semester surrounding or after the disability period. Non-birth parents are eligible for full pay as parental leave for a semester surrounding or after the birth or adoption of a child. Faculty must notify their Department Chair/Program Director (DC/PD) as soon as practicable of their requested plan for disability and/or parental leave.

At a faculty member's request, and in consultation with the department chair or program director, the reduced teaching load may be split over two (2) consecutive semesters, within twelve (12) months of the birth or adoption. If a faculty member is working a reduced load, service commitments are reduced proportionally.

If a birth parent, or primary caregiver for an adopted child, gives birth or adopts a child twelve (12) or fewer weeks before the start of the spring semester (defined as the date classes begin), the faculty member may elect leave for the fall semester. Alternatively, the faculty member may elect leave for the spring semester. In this circumstance, fall semester teaching responsibilities will be determined in consultation with the DC/PD and the Dean of the Faculty/Vice President

for Academic Affairs (DoF/VPAA), and may include special project work (to the extent available) and/or courses taught in a compressed format.

Full-time faculty members with less than one (1) year of continuous service will be provided with eight (8) weeks of Short-Term Disability leave paid at the New York State Disability benefits rate, as applicable for a birth parent, and parental leave at half-pay for the semester surrounding or following birth or adoption.

For part-time faculty members, the College will provide birth parents who have been employed with the College for at least four (4) weeks with the equivalent of New York State short-term disability pay following the birth of a child.

Librarians are eligible for the College's Short-Term Disability, FMLA, and New York Paid Family Leave policies in accordance with those policies.

The provisions of the Collective Bargaining Agreement between Skidmore College and the Service Employees International Union (SEIU) Local 200 United for Non-Tenure Track Faculty govern the paid family leave for birth or adoption benefits available to non-tenure track faculty.

Faculty Parental Leave benefits do not extend beyond, or extend, the end date of a faculty member's appointment.

Administrators holding faculty rank are not eligible for this policy.

Responsibilities During Leave:

As noted, eligible members of the faculty are granted up to an eight (8) week paid disability leave, or disability period equivalent for adoption, in the period surrounding the birth or adoption of a child during which time no academic or administrative work will be expected of them. For the remainder of the Faculty Parental Leave period, faculty may choose to engage in academic, scholarly, or administrative work and are not prohibited from doing so. However, it is not a requirement or expectation that responsibilities continue during the leave period.

Applying for Leave:

Faculty applying for leave under this policy will complete a Faculty Parental Leave Application form. 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 provided by Human Resources 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 leave who are not eligible for the disability period of leave will also be responsible for completing the Faculty Parental Leave Application form attesting to the birth or adoption of a child. When both parents are a Skidmore College faculty member, they may be granted leave concurrently, or in consecutive semesters with twelve (12) months of the birth or adoption.

In the event a faculty member who gave birth chooses to return to the classroom during the 8-week short-term disability period, 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 DC/PD, in conjunction with the DoF/VPAA, will determine if restrictions can be accommodated. The DC/PD,

in conjunction with the DoF/VPAA, may also offer the faculty member special project work for the remainder of the semester, if available.

If a faculty member wishes to stop their tenure clock based on a Faculty Parental Leave period they must make the request in writing to the DoF/VPAA no later than May 15th prior to the semester in which the tenure review is scheduled to occur (Faculty Handbook, part One, Art VII, Part E (4)).

The College maintains sole authority to approve a requested leave.

Additional Information:

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

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

FACULTY PARENTAL LEAVE OPTIONS

Birth Parent or Primary Caregiver of an Adopted Child

A full-time faculty member with at least one year of full-time continuous employment is eligible for paid leave for a 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 surrounding or following the disability period.

A full-time faculty with less than one year of full-time continuous employment is eligible for a combination of 8 weeks of disability at partial pay based on NYS Disability benefits rate (equivalent for adoptions), and remainder of the semester surrounding or following the disability period at half-pay for a semester.

If a full-time faculty member that is a birth parent, or primary caregiver for an adopted child, gives birth or adopts a child twelve (12) or fewer weeks before the start of the spring semester (defined as the date classes begin), the faculty member may elect leave for the fall semester. Alternatively, they may elect leave for the spring semester. In the spring semester leave circumstance, due to the eight (8) weeks of disability period in the fall semester, fall teaching responsibilities will be determined in consultation with the DC/PD and the DoF/VPAA, and may include special project work (to the extent available) and/or courses taught in a compressed format.

A part-time faculty member with at least 4 weeks of part-time continuous employment is eligible for 8 weeks of disability at partial pay based on NYS Disability benefits rate (equivalent for adoptions). The remainder of the semester surrounding or following the disability period would be unpaid.

Non-Birth Parent or Co-equal Caregiver of an Adopted Child

A full-time faculty member with at least one year of full-time continuous employment is eligible for paid leave for a semester within twelve (12) months of the birth or adoption of a child.

A full-time faculty with less than one year of full-time continuous employment is eligible for leave at half-pay for a semester within twelve (12) months of the birth or adoption of a child.

Teaching Load Reduction Across Semesters

A full-time faculty member who has at least one year of full-time continuous employment, in consultation with their DC/PD, may request that their reduced teaching load for Faculty Parental Leave be split over two (2) consecutive semesters, within the twelve (12) months of the birth or adoption of a child. The semester-equivalent reduced teaching load, and proportional reduction in service commitments if applicable, must be requested on the Faculty Parental Leave Application form. One semester will be designated as the semester of full pay Faculty Parental Leave for benefits tracking purposes.