

Partially-Paid Family Leave: Some Questions and Answers for IUSB Faculty

Who is eligible for pregnancy and partially-paid family leave?

Pregnancy, child-rearing, and family medical care are considered legitimate reasons for taking a leave *without pay*. In fact, the Family and Medical Leave Act of 1993 requires that Indiana University grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- (1) for the birth or placement of a child for adoption or foster care;
- (2) to care for an immediate family member (spouse, child or parent) with a serious health condition; or
- (3) to take medical leave when the employee is unable to work because of a serious health condition.

All full-time academic employees *on appointment for at least one academic year* can request a *paid* leave in the event of a pregnancy. Full-time academic appointees with at least one year of service are also eligible to apply for a *partially-paid* family leave for the following reasons: (1) the birth or adoption of a child by the academic appointee or the appointee's spouse or (2) the serious health condition of the academic appointee's spouse, child, or parent when the academic appointee is the primary or co-primary caretaker.

How do I apply for a pregnancy or partially-paid family leave?

You should first read about each leave in the faculty handbook or go to: <http://www.indiana.edu/~deanfac/acadhbkc>. You may then get an application form at H:\ACAD\FORMS\FACULTY\Leave For-Sick-Child-Family 030819.wpd. Submit this application to your Chair or immediate supervisor for his/her signature, who will then forward it to your dean. If you have applied for pregnancy leave, the order of review is the department chair, dean, Vice Chancellor for Academic Affairs, and Chancellor. If you have applied for a partially-paid family leave, the order of review is the department chair, dean, Family Leave Policy Committee, Vice Chancellor for Academic Affairs, and Chancellor.

Applicants are expected to confer with their Chairs or immediate supervisors, indicating the desire to request a leave. The applicant and her/his supervisor need to discuss the effect of the leave on the applicant's teaching assignment, plans for covering applicant's courses, and plans for the applicant's return to work. These discussions need to be summarized and written down for review by the Family Leave Committee, as well as others participating in the approval process.

The Family Leave Committee has recommended the following deadlines for each step in the review process:

Chair, Dean, and Vice Chancellor of Academic Affairs: one week turn around

Family Leave Committee: two week turn around

Am I released from all duties while on a pregnancy and partially-paid family leave?

It depends on which leave you take. Faculty taking a pregnancy leave are relieved of *all* responsibilities. Faculty taking a partially-paid family leave are only relieved of their teaching duties; they are still required to do their research and service.

How much is a faculty member paid for each type of family leave?

Pregnancy Leave: Faculty members receive full pay for six weeks (plus additional time as is medically required). If any additional time (after the six weeks) is granted, the faculty member will receive 50 percent of her pay.

Partially-Paid Family Leave: Faculty members receive two thirds pay for the semester or 15 weeks (which ever comes first).

Can a faculty member take a pregnancy leave in one semester and a partially-paid family leave in a different semester?

Yes, as long as the combined leaves do not exceed the equivalent of one semester and are taken within a year of the birth of the child. A faculty member can also take the pregnancy leave and family leave consecutively in the same semester.

Can two faculty members split one partially-paid leave?

A split course reduction would be subject to Departmental, School, and Campus approval. This would not be considered a partially-paid family leave.

How often can a faculty member take advantage of the pregnancy and partially-paid family leave?

A “reasonable number” of pregnancy leaves are available under rules normally governing leaves without pay, under conditions mutually agreed upon between an individual and his or her immediate supervisor. Partially-paid family leaves are not to exceed once every three years.

Can two faculty members take a partially-paid family leave within the same year for the same child?

Yes.

How does a leave work if a baby is born mid semester?

This depends upon arrangements made with the faculty member and her/his immediate supervisor. For most faculty, it does not make sense to teach for only half a semester. For the semester in which the child is actually born, the policy is liberally interpreted here to allow the faculty member to take a leave for the whole semester, even if one's baby is born mid-semester. The faculty member will, in essence, be treated as if the baby has been born at the start of the semester; she/he can take advantage of the six weeks of pregnancy leave and the partially-paid family leave for the remaining weeks of the semester.

Depending on when the child is born, the faculty member might want to put off the partially-paid family leave until the semester after the child is born. However, if the other parent also wants to apply for a partially-paid leave for the care of the child, it is crucial to note that the terms of a partially-paid leave stipulate that the leave must be completed within one year of the birth (or adoption) of the child. This means that, barring exceptional situations, and until the policy is reviewed because of the logistical problem concerning when the child is born, both parents must have completed their leaves within one year of the child's birth or adoption. If either parent puts off the leave, he or she should be aware of this complexity.

Will faculty members on paid family leave continue to receive all of their IU benefits?

Life insurance continues for three months. Health insurance will continue as long as the faculty member pays his/her share (see Human Resources for details). Retirement contributions are made by IU at the percent of salary paid to the faculty member while on leave.

*Created by IUSB's Faculty Welfare Committee
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