

Faculty Manual

700.2 Leave Policies

700.2.7 PARENTAL LEAVE

FMLA: In compliance with the Family and Medical Leave Act (See 700.2.10), faculty members of Asbury University are entitled to 12 weeks of leave without loss of employment in the event of the birth of a child, adoption, or foster care placement. The faculty member has the right to return to University employment in an equivalent position at an equivalent rate of pay. This leave is available if the faculty member intends to continue employment following the leave. If the faculty member does not intend to return to work, employment will be considered terminated.

700.2.7.1 MATERNITY LEAVE

By the eighth month of pregnancy, the faculty member should notify her supervisor and the Office of the Provost. The faculty member, her supervisor, and, if pertinent, a designate of the Provost will arrange a plan to accommodate necessary leave. Additionally, the faculty member is to let her supervisor know in writing whether or not she intends to return to work. Notification of the planned arrangements for leave and a copy of the stated intent to return should be sent to the HR Office.

Upon receipt of the written intent to return, Asbury University offers:

Medical Leave: Per section 700.2.6, faculty members will be granted necessary medical leave. This is estimated to be no less than six weeks from the birth onward, though it is understood medical leave may be called for before or after this window.

Maternity Leave: Additionally, the faculty member is given the following options:

1. Concurrent leave: combined with the afore mentioned medical leave, a total of 12 weeks of paid leave. During this window, the faculty member is completely removed from all institutional obligations. The semester in which the majority of the weeks fall will not include teaching to ensure continuity of instruction.
2. Intermittent leave: Following the medical leave window, the University offers a reduction in teaching load of 12 credit hours to be utilized within 12 months of the birth/due date. The timing of this teaching load reduction is at the discretion of the faculty member. During the semester(s) of teaching reprieve, reduced and accommodated advising, scholarly activity, and service resume after the medical leave period.

Additional Considerations:

1. In the weeks prior to and following any maternity leave, assigned workload may not exceed the equivalent of a full-time workload, as specified in the faculty manual, for the given time period.
2. In the case of faculty on a nine- or ten-month contract, the utilization of allotted leave pauses when the faculty member is off contract. The clock resumes when the faculty member would normally resume being “on contract”.

Tenure Clock: The faculty member taking maternity leave may delay any tenure review by one year. The decision to delay the tenure review must be made within one year of the time of birth, in consultation with one’s Dean.

700.2.7.2 PATERNITY LEAVE

In addition to 12 total weeks of unpaid leave afforded to male faculty (see section 700.2.7), Asbury University offers two weeks of paid paternity leave, to be taken within 24 weeks following the birth of a child.

700.2.7.3 ADOPTION LEAVE

In addition to 12 total weeks of unpaid leave afforded to newly adoptive faculty (see section 700.2.7), Asbury University offers two weeks of paid adoption leave, to be taken within 24 weeks following the adoption of a child.

Employee Handbook

Parental Leave

FMLA: In compliance with the Family and Medical Leave Act (See 700.2.10), eligible employees Asbury University are entitled to 12 weeks of leave without loss of employment in the event of the birth of a child, adoption, or foster care placement. The employee has the right to return to University employment in an equivalent position at an equivalent rate of pay. This leave is available if the employee intends to continue employment following the leave. If the employee does not intend to return to work, employment will be considered terminated.

MATERNITY LEAVE

By the eighth month of pregnancy, the employee should notify her supervisor. The employee, her supervisor, and, if pertinent, a designate of the Human Resources Office will arrange a plan to accommodate necessary leave. Additionally, the faculty member is to let her supervisor know in writing whether or not she intends to return to work. Notification of the planned arrangements for leave and a copy of the stated intent to return should be sent to the HR Office.

Upon receipt of the written intent to return, Asbury University offers the following sequenced leave benefits:

- 1. Medical Leave:** Leave necessary for the care of self and infant are applicable to the stated Sick Leave Policy in this document. From the time of birth, it is understood that six weeks medical leave is anticipated though medical leave may also be necessary prior to the child's birth or may extend beyond a six-week window per individual circumstances.
- 2. Maternity Leave:** For benefit-eligible employees, Asbury University will provide four weeks of paid maternity leave. These weeks are utilized following all necessary and/or accrued sick leave. Arrangements for utilizing maternity leave in an intermittent format should be requested through one's supervisor and utilized within six months of the infant's birth.
- 3. Additional Paid Leave:** Following medical and maternity leave additional days are considered vacation time.
- 4. Unpaid Leave:** When length of leave exceeds the accumulations, the remainder of the leave will be taken without pay.

PATERNITY LEAVE

In addition to 12 total weeks of unpaid leave afforded to male employees (see the above FMLA description), Asbury University offers two weeks of paid paternity leave, to be taken within 24 weeks following the birth of a child.

ADOPTION LEAVE

In addition to 12 total weeks of unpaid leave afforded to newly adoptive employees (see the above FMLA description) Asbury University offers two weeks of paid adoption leave, to be taken within 24 weeks following the adoption of a child.