



Parental Leave Policy for Faculty

Purpose

This policy establishes basic guidelines for the use of parental leave by faculty. Additional guidelines may be provided by individual schools, programs and departments.

Scope

This policy applies to all faculty members who have worked for the University for at least ninety (90) calendar days.

Policy Statement

Parental Leave for Faculty Members with At Least 1 Year of Service

Faculty members who have completed at least one (1) year of service prior to the first day of taking Parental Leave may take a leave of absence of up to twelve (12) weeks for the purpose of giving birth; preparing for or participating in the birth, adoption, or foster care of their child; or caring for their newborn or newly adopted or foster care child. Faculty members may choose to apply available paid sick time to their parental leave. If the faculty member's sick time has been exhausted, the University will continue to pay the faculty member's salary for the duration of the leave. Faculty members who use available sick time will be allowed to retain up to three (3) sick days for future use upon returning to work. Please refer to the definitions for different types of parental leave for more details.

Parental Leave for Faculty Members with Less Than 1 Year of Service

Faculty members who have less than one (1) year of service prior to the first day of taking Parental Leave may take a leave of absence of up to eight (8) weeks for the purpose of giving birth; preparing for or participating in the birth, adoption, or foster care of their child; and for caring for their newborn or newly adopted or foster care child. Faculty members may choose to use available sick, vacation, and/or personal time to cover this time. If the faculty member's sick time is exhausted during the first two (2) weeks of leave, the University will continue to pay the faculty member's salary for the duration of the first two (2) weeks. Any portion of the leave not covered by sick, vacation, or personal time will be unpaid. Please refer to the definitions for different types of parental leave for more details.

When Both Parents Work at Tufts

If both parents are employed by the University, they are allowed to take combined parental leaves totaling eight (8) or twelve (12) leave weeks, depending on their length of University service.

Interaction with Other Types of Leave

Parental leave runs concurrently with applicable disability and FMLA leave arising from pregnancy, birth, adoption, or foster care placement.

Types of Parental Leave / Definitions

Pregnancy related disability: Faculty members may take a Parental Leave of up to eight (8) or twelve (12) leave weeks depending on length of University service for the purpose of

giving birth and subsequently caring for their newborn. Prior to the birth of their child, Parental Leave may be taken intermittently or on reduced leave schedule when medically necessary. Faculty members are required to provide health care certification to verify that such leave is necessary.

To care for the faculty member's child after birth: Faculty members may take a Parental Leave of up to eight (8) or twelve (12) leave weeks depending on length of University service for the purpose of participating in the birth and caring for their newborn. Faculty members are required to use this paid leave consecutively.

Placement for adoption or foster care: Faculty members may take a Parental Leave of up to eight (8) or twelve (12) leave weeks depending on length of University service for the purpose of preparing for or participating in adoption or foster care and caring for their newly adopted or foster care child under the age of 18 or under the age of 23 if the child is mentally or physically disabled. Prior to the placement of their child, leave may be taken intermittently or on a reduced leave schedule.

Compliance Training and Tracking

TBD

Approval Entity(ies)

Human Resources

Office of University Counsel

Office of the President

Approval Date

June 2015

Effective Date

July 1, 2015

Executive Sponsor(s)

David Harris, Office of the Provost and Senior Vice President

Responsible Office(s)

Office of the Provost and Senior Vice President

Applicable Statutes/Regulations

Massachusetts Parental Leave Act, M.G.L. c. 149 § 105D

Revision

The University reserves the right to change this policy from time to time. Proposed changes will normally be developed by those responsible for the policy with appropriate stakeholders. The approval entities have sole authority to approve changes to this policy.

Review Cycle

TBD