III.

D.

3. Non-academic Leaves

a. Fully Paid Leaves

Eligible faculty members are entitled to 120 calendar days of paid leave for a disability[[1]](#footnote-2) or family care, as described below. Although the need for extended leave is often unanticipated, faculty members shall notify the Office of the Provost, through the appropriate Dean(s), of the need for paid leave, including paid family care leave as provided below, as soon as reasonably practicable. Excepting infant care or newly-adopted child[[2]](#footnote-3) care as defined below, if the disability extends or is expected to extend beyond three weeks, a physician's statement verifying inability to work, including the date when return to work is expected, must be presented to the appropriate Dean(s) and to the Provost.

i. Disability Leave

Eligible faculty members initially shall have available to them up to 120 calendar days of paid disability leave. Faculty members who use all or any portion of the initial 120 days of such paid leave during any contract year[[3]](#footnote-4) shall be credited with up to 30 additional days of such paid leave effective the beginning of each succeeding contract year but the total number of days available may never exceed 120, and faculty members may not use more than 120 days of such paid leave during any contract year. No severance payments will be made for such unused paid leave*. See also* Section III.D.3.d below (Long-term disabilities). Faculty shall resume their normal duties upon completion of such a leave.[[4]](#footnote-5)

ii. Paid Family Care Leave

The following kinds of family care qualify for up to 120 days of paid leave:

• care for an ill or injured relative, by blood, marriage or adoption, including step-relatives, so long as the faculty member certifies that he or she is the primary caregiver of said relative (“family medical care”);[[5]](#footnote-6)

• care for the faculty member's infant, including a step-child, without regard to illness or injury ("infant care"); and

• care for a faculty member's newly-adopted child, without regard to illness or injury (“newly-adopted child care").

If both parents of an infant or newly-adopted child are faculty members, each such parent qualifies for 120 days of paid infant care leave or newly-adopted child care leave under this section, without regard to whether the parent is the person who primarily provides for the physical care of the infant or newly-adopted child. Such leaves may not be taken concurrently, and each such leave must begin within one year of the child’s birth or adoption.

When practicable, any leave taken under this section for a single disability, adoption, birth or care for an injured relative should be taken wholly within one semester. Disability leave and family care leave may be combined by an individual, provided that the total paid leave does not exceed 120 days (per III.D.3.a. above)[[6]](#footnote-7).

1. “Disability” means the inability to work for medical reasons. [↑](#footnote-ref-2)
2. “Newly-adopted child” may include a child who has been brought into the faculty member’s home and whom the faculty member intends to make a permanent member of the family through adoption. The first year of adoption begins at the time the child is brought into the home, not at the time the adoption is finalized. [↑](#footnote-ref-3)
3. The term “contract year” means, for faculty with nine-month contracts, the period from August 16 through May 15 of the succeeding year, and for faculty with twelve-month contracts, the period from July 1 through June 30 of the succeeding year. [↑](#footnote-ref-4)
4. For procedures governing termination of a faculty appointment for medical reasons, *see* III.H. [↑](#footnote-ref-5)
5. For purposes of this provision, “marriage” includes a domestic partnership, where “domestic partner” is as defined by the United States Office of Personnel Management in 5 C.F.R. § 875.213 as of February 27, 2018. [↑](#footnote-ref-6)
6. *See* III.C.1.b.ii.(A)(1) regarding the extension of the probationary period due to disability or family care leave. [↑](#footnote-ref-7)