

The Homewood Schools Family and Medical Leave Policy for Full-time Faculty

This policy is for full-time tenured and tenure-track faculty, research faculty, teaching faculty and other faculty as described in the “Academic Council Procedures Manual” of the Homewood Schools Academic Council. This policy is not applicable to Postdoctoral Fellows.

All full-time faculty (including tenured, tenure-track, research, teaching and other) in the Zanyvl Krieger School of Arts and Sciences and the Whiting School of Engineering (Homewood Schools) who have been employed at least one year are entitled under Federal law to up to 12 unpaid weeks of Family and Medical Leave (FML) within a rolling 12-month period, provided they have worked 1,250 hours (or a minimum of 50% time) in the preceding 12 months.

While the Family and Medical Leave Act (FMLA) provides for unpaid leave, leave from the Homewood Schools may be paid or unpaid leave as approved by the Dean of the school in which the faculty member holds their primary appointment.

Family and Medical Leave may be taken for the following reasons:

1. the birth and care of the faculty member’s child, within one year of birth
2. the placement with the faculty member of a child for adoption or foster care, within one year of placement
3. the care of the faculty member’s parent, child, spouse, or same sex domestic partner who has a serious health condition
4. the faculty member’s own serious health condition that prevents him/her from performing the essential functions of his/her position
5. any qualifying exigency arising out of the fact that the faculty member’s spouse, son, daughter, same sex domestic partner or parent is a covered service member on active duty (or has been notified of an impending call or order to active duty in the US National Guard or Reserves) in support of a contingency operation. Note: Eligible faculty members may take FML for up to a total of 26 workweeks in a single 12-month period to care for a covered service member with a serious injury or illness if the faculty member is the spouse, son, daughter, parent, or next of kin of the service member.

Leave time may be extended, with the approval of the Dean, beyond the 12 weeks specified by the FMLA or the term of any prior approved leave, if longer. Such extensions are discretionary unless otherwise required.

Faculty members in either of the Homewood Schools on nine-month appointments who receive 75% FTE from general funds and no other compensation, and who would otherwise not be in residence during “summer months” are not to be placed on leave during the “summer months” (from May 15 to August 16).

Health, dental, life, and disability insurance benefits remain in effect during leaves, provided the faculty member pays his/her portion of any required premiums.

Procedure

A faculty member who desires to take leave for one of the preceding qualifying reasons should submit a request for FML in writing to his/her Department Chair 30-days prior to the beginning of leave, or as soon as practicable, to allow departments to make arrangements for teaching, research, and mentoring. The Department Chair will forward the request for FML: 1) to the

appropriate Dean for approval as unpaid or paid FML, if FML is certified; and 2) to the faculty member's Director of Human Resources.

The Office of Human Resources will provide the faculty member a provisional approval letter with any required certification forms and/or other relevant information related to the faculty member's request for FML. A copy of the provisional letter will be provided to the Department Chair and administrator.

The faculty member must complete and return any required certification forms and/or other requested documentation in a timely manner as indicated in the information received from Human Resources, or leave time will automatically be subtracted from the 12 week allotment of FML for that rolling 12 month period.

Unpaid or Paid FML

Tenured and Tenure-track Faculty

This section pertains to full-time tenured and tenure-track faculty.

Faculty members approved for paid leave who receive their academic base salary (ABS), or 75% FTE, from only general funds will receive continued salary support at their full ABS rate prior to FML.

Faculty members approved for paid leave who receive their ABS from both general funds and from grant or contract support may be paid at the rate at which they were receiving salary prior to their FML if the funding agency allows. When the agency does not allow for paid leave, faculty may direct that their salaries be continued from their discretionary funds such as RoR, "banking" and gift funding. It is the responsibility of the faculty member to contact Research Projects Administration (RPA)/ Business and Research Administration (BARA) as soon as practicable about the upcoming leave. RPA/BARA will contact the funding agency for approval of the leave being charged to sponsored funds. A maximum of 8 weeks per effort reporting period can be charged to any sponsored funds.

Tenure track faculty should refer to the document entitled, [The Johns Hopkins University Zanvyl Krieger School of Arts and Sciences/ Whiting School of Engineering Tenure Regulations](#), to determine the effect of leave on the tenure clock.

Maternity/Medical Leave, normally will be paid (as described above) for eight weeks following delivery. However, in the event of pre- or post- delivery medical complications, the leave may be paid for up to 90 days.

Medical Leave of Absence, for a serious physical or mental illness, (including complications of pregnancy or childbirth) may be paid for up to 90 days. Beyond 90 days, the faculty member may apply for long-term disability (LTD) insurance benefits through the University's LTD insurance carrier. The insurance carrier determines eligibility for benefits. LTD benefits are not supplemented by additional payments from the University.

Ill family member, leave to care for an ill family member will generally be unpaid, but, under certain circumstances and at the discretion of the Dean, may be paid for a limited time.

Parental Leave, to care for a new child, whether through birth, adoption or placement of a foster child will be unpaid.

Teaching Relief. A faculty member who gives birth to, or whose spouse or domestic partner gives birth to, a newborn child, or who adopts a child, may request paid teaching relief from formal classroom duties for either the semester in which the birth or adoption occurs or the

subsequent semester. Although the faculty member is relieved of classroom teaching, he/she will be expected to remain in residence and to continue his/her research and scholarship, departmental service and advising. A period of parental teaching relief will not affect the normal sabbatical leave schedule. Paid parental teaching relief may be combined with paid Maternity/Medical Leave or unpaid Parental leave to which a faculty member is entitled under this policy.

Military Leave of Absence will be unpaid.

Research Faculty

This section pertains to full-time research faculty, including those in the Research Scholar, Research Scientist, Research Engineer, or Research Professor track.

Faculty members approved for paid leave who receive their salary from only external grants and/or contracts, or from general funds and external grant or contract support, may be paid at the rate at which they were receiving salary prior to their FML if the funding agency allows. When the agency does not allow for paid leave, faculty may direct that their salaries be continued from their discretionary funds such as RoR, "banking" and gift funding. It is the responsibility of the faculty member to contact RPA/ BARA as soon as practicable about the upcoming leave. RPA/BARA will contact the funding agency for approval of the leave being charged to sponsored funds. A maximum of 8 weeks per effort reporting period can be charged to any sponsored funds.

If the supporting grant does not cover paid Maternity/Medical Leave and/or Medical Leave of Absence, the Dean and/or department may elect to continue salary support (at the rate prior to FML) for the first 14 calendar days of FML. Beyond 14 days, if the faculty member elected to purchase short-term disability coverage during the open enrollment period, the faculty member may apply for disability benefits (60% of salary prior to going on FML) through the University's short-term disability insurance carrier. The insurance carrier determines eligibility for short-term disability benefits.

In special circumstances the Dean may elect to pay up to 40% of salary (40% of the rate prior to FML) for the remaining period of short-term disability. Payment from general funds is usually contingent on the faculty member having short-term disability insurance and being approved for those benefits.

Maternity/Medical Leave and Medical Leave of Absence will be paid (as described above) or unpaid. A maximum of 8 weeks per effort reporting period can be charged to sponsored funds if allowed by the sponsor. It is the responsibility of the research faculty member to contact RPA/BARA as soon as soon as practicable about the upcoming leave.

Ill family member, leave to care for an ill family member, will be paid if the supporting grants will cover that leave. A maximum of 8 weeks of FML per effort reporting period can be charged to sponsored funds.

Parental Leave, to care for a new child, whether through birth, adoption or placement of a foster child will be unpaid.

Military Leave of Absence will be unpaid.

Teaching Faculty

This section pertains to full-time teaching faculty, including Teaching Professor, Associate Teaching Professor, Senior Lecturer and Lecturer. Teaching faculty who qualify under the FMLA will be granted 12 weeks leave, provided they return to work within the contracted period of appointment, and provided the position otherwise continues to exist.

The Dean and/or department may elect to continue full salary (at the rate prior to FML) for the first 14 calendar days of FML. Beyond 14 days, if the faculty member elected to purchase short-term disability coverage during the open enrollment period, the faculty member may apply for disability benefits (60% of salary prior to going on FML) through the University's short-term disability insurance carrier. The insurance carrier determines eligibility for short-term disability benefits.

In special circumstances the Dean and/or department may elect to pay up to 40% of salary (40% of the rate prior to FML) for the remaining period of short-term disability.

If the faculty member does not have short-term disability insurance, FML will be unpaid leave.

Maternity/Medical Leave and Medical Leave of Absence will be paid or unpaid as described above.

Ill family member, leave to care for an ill family member, will be unpaid. The Dean may approve reduction of teaching load for the semester that the event occurs or the following semester.

Parental Leave, to care for a new child, whether through birth, adoption or placement of a foster child will be unpaid.

Teaching Relief. A faculty member who gives birth to, or whose spouse or domestic partner gives birth to, a newborn child, or who adopts a child, may request a reduction in teaching commitment for either the semester in which the birth or adoption occurs or the subsequent semester. Typically, this teaching reduction is one half of the normal load for that faculty member. Although the faculty member is partially relieved of classroom teaching, he or she will be expected to remain in residence and to continue their departmental service and advising. The reduction in teaching commitment may be combined with paid Maternity/Medical Leave or unpaid Parental leave to which a faculty member is entitled under this policy.

Military Leave of Absence will be unpaid.

Other Faculty and Appointed Positions

This section pertains to other full-time faculty (those not included in categories described above such as Visiting Professors, etc.) who qualify under the FMLA laws will be granted up to 12 weeks unpaid leave, or as much as a full semester, provided they return to work within the contracted period of appointment, and provided the position otherwise continues to exist

The Dean and/or department may elect to continue full salary (at the rate prior to FML) for the first 14 calendar days of FML. Beyond 14 days, if the faculty member elected to purchase short-term disability coverage during the open enrollment period, the faculty member may apply for disability benefits (60% of salary prior to going on FML) through the University's short-term disability insurance carrier. The insurance carrier determines eligibility for short-term disability benefits.

If the faculty member does not have short-term disability insurance and does not qualify for FML, the faculty member will be granted 8 weeks of unpaid leave.

Maternity/Medical Leave and Medical Leave of Absence will be paid or unpaid as described above.

Ill family member, leave to care for an ill family member, will be unpaid.

Parental Leave, to care for a new child, whether through birth, adoption or placement of a foster child will be unpaid. Under special circumstances, the Dean may approve a reduction of teaching load for the semester that the event occurs or the subsequent semester.

Military Leave of Absence will be unpaid.

Administration of Policy

In the event of a conflict between the application of this policy and the requirements of the Family and Medical Leave Act, the application that provides the most favorable treatment to the faculty member will take precedence. Copies of the Family and Medical Leave Act may be obtained from the faculty member's Office of Human Resources or the University's General Counsel's Office.