

## 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 Zanvyl 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 leave as provided for by the JHU Birth Recovery Leave and Parental Leave policies, and/or; 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 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, 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 FML leave for one of the preceding qualifying reasons should notify his/her Department Chair in writing 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 notification should include whether the faculty member will be applying for Birth Recovery Leave or Parental Leave. If requesting Birth Recovery Leave or Parental Leave the faculty member must complete the [Family Leave for New Parents Request Form](https://benefits.jhu.edu/secure/dotnet/flnp_client/requestform.aspx) ([https://benefits.jhu.edu/secure/dotnet/flnp\\_client/requestform.aspx](https://benefits.jhu.edu/secure/dotnet/flnp_client/requestform.aspx)).

The Department Chair will forward the notification: 1) to the appropriate Dean with a request for approval of unpaid or paid FML, if any, beyond that offered under the Birth Recovery Leave or Parental Leave policies; and 2) to the faculty member's Director of Human Resources.

For other than Birth Recovery Leave and Parental Leave 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.

## **Birth Recovery Leave and Parental Leave**

Parents who give birth and who meet the eligibility requirements are entitled to six weeks of fully-paid leave following the birth of a child. This leave may be extended based on medical necessity as determined by the Hartford Insurance Company (administrator), and will run concurrently with the 12-weeks of job protection under FML, if still available to the employee. Birth Recovery Leave applies only to parents who give birth, and must be taken immediately upon the birth of a child.

Parents who meet the eligibility requirement are entitled to four weeks of fully paid Parental Leave, which can be taken in conjunction with Teaching Relief for New Parents. Parental Leave covers birth mothers, fathers, same-sex spouses/partners, adoptive parents of children under age 12 and parents of children born via surrogate. This leave can be taken in consecutive blocks of time or intermittently (in full-day increments only) within the first 12 months after the birth of a child or placement of an adopted child, based on a schedule that is prearranged with your supervisor. For eligible birth mothers, Parental Leave will begin after Birth Recovery Leave has been exhausted. Parental Leave will run concurrently with the 12-weeks of job protection under FML, if still available to the employee.

View the [Family Leave for New Parents Policy](#) for more information.

## **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**, will be paid as Birth Recovery Leave for six weeks following delivery as described above. However, in the event of pre- or post- delivery medical complications, the leave may be extended based on medical necessity as determined by the Hartford Insurance Company (administrator), and will run concurrently with the 12-weeks of job protection under FML, if still available to the employee.

**Medical Leave of Absence**, for a serious physical or mental illness, 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.

**Teaching Relief for New Parents:** Birth mothers, fathers, same-sex spouses/partners, adoptive parents of children under age 12 and parents of children born via surrogate may request paid teaching relief from formal classroom duties to supplement the four weeks of Parental Leave where teaching relief and Parental Leave is taken during the course of a single 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 on those days when not otherwise taking the four weeks of Parental Leave. A period of parental teaching relief will not affect the normal sabbatical leave schedule.

**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.

**Maternity/Medical Leave**, will be paid as Birth Recovery Leave for six weeks following delivery as described above. However, in the event of pre- or post- delivery medical complications, the leave may be extended based on medical necessity as determined by the Hartford Insurance Company (administrator), and will run concurrently with the 12-weeks of job protection under FML, if still available to the employee.

**Medical Leave of Absence**, for a serious physical or mental illness, 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 and 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.

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

**Teaching Relief for New Parents:** Birth mothers, fathers, same-sex spouses/partners, adoptive parents of children under age 12 and parents of children born via surrogate may request paid teaching relief from formal classroom duties to supplement the four weeks of Parental Leave where teaching relief and Parental Leave is taken during the course of a single 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 on those days when not otherwise taking the four weeks of Parental Leave.

**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.

**Maternity/Medical Leave**, will be paid as Birth Recovery Leave for six weeks following delivery as described above. However, in the event of pre- or post- delivery medical complications, the leave may be extended based on medical necessity as determined by the Hartford Insurance Company (administrator), and will run concurrently with the 12-weeks of job protection under FMLA, if still available to the employee.

**Medical Leave of Absence**, for a serious physical or mental illness, 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 and 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.

**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**, will be paid as Parental Leave for up to four weeks as described above.

**Teaching Relief for New Parents:** Birth mothers, fathers, same-sex spouses/partners, adoptive parents of children under age 12 and parents of children born via surrogate may request paid teaching relief from formal classroom duties to supplement the four weeks of Parental Leave where teaching relief and Parental Leave is taken during the course of a single 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 on those days when not otherwise taking the four weeks of Parental Leave.

**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 faculty, 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

**Maternity/Medical Leave**, will be paid as Birth Recovery Leave for six weeks following delivery as described above. However, in the event of pre- or post- delivery medical complications, the leave may be extended based on medical necessity as determined by the Hartford Insurance Company (administrator), and will run concurrently with the 12-weeks of job protection under FML, if still available to the employee

**Medical Leave of Absence**, for a serious physical or mental illness, 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 and 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, FML will be unpaid leave.

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

**Parental Leave**, will be paid as Parental Leave for up to four weeks as described above. 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.