

MichiganTech

Michigan Tech recognizes the need to support employees as they balance career, childbirth, and family obligations. A holistic review of all of our leave policies needs to be done in a deliberate fashion to develop a general parental leave policy for birth and adoptive parents. To have something available immediately for birth mothers the following interim practice is put into place. This document outlines parameters for a maternity leave to be applied within our current policy 6.2.3.1 *Approved Absences with Pay* which allows the President to approve a leave of absence with pay for specific occasions.

PARAMETERS FOR LEAVE OF ABSENCE (MATERNITY-BIRTH MOTHER ONLY)

To be used in conjunction with Leaves with Pay Policy (6.2.3.1 Approved Absences with Pay)

Note: these parameters will be in place until the program can be evaluated and assessed and a regular policy can be developed.

Tenured/Tenure-Track Faculty

- ✓ Applies to faculty eligible for full benefits
- ✓ Will receive one semester at full pay while being relieved from teaching duties for the duration of the leave of absence but continuing to perform their regular duties at 50% in a research capacity including graduate student supervision
- ✓ Can choose to be relieved of all duties while on leave of absence; however, leave of absence with pay will follow the parameters given to staff (full pay for up to 6 weeks; see below).
- ✓ Leave with pay will run concurrent*) with the Family Medical Leave Act
- ✓ Can only receive leave with pay for semesters normally paid (summer excluded)
- ✓ Full benefits will continue during leave of absence

Non-tenure track faculty, research faculty, professional and non-represented staff

- ✓ Applies to persons eligible for full benefits
- ✓ Will receive full pay for up to 6 weeks; any additional time will be without pay (employee can use earned sick/vacation time (if eligible))
- ✓ Lecturers can choose a leave of absence for one semester at ½ pay while being relieved from all duties
- ✓ Leave with pay will run concurrent with the Family Medical Leave Act
- ✓ Full benefits will continue during leave of absence

*) the intent is that faculty can get paid for a full semester without having to meet regularly scheduled classes (but still maintain graduate student supervision and research), or for up to 6 weeks without any teaching, research, and service responsibilities. "concurrent" means that: if they take the full semester option, the 12 weeks of FMLA leave are used up; if they take "up to 6" weeks, 12 - "up to 6" weeks of unpaid FMLA leave are still left.

Application Process

Maternity Leave shall be taken and completed within six months of the date of birth of the child. For tenured/tenure-track faculty, as far as it is possible, the commencement of a Maternity Leave shall coincide with the beginning of a semester. The faculty member shall submit written request to her Department Chair (the Dean in case of schools) to be forwarded to the Dean and Provost as far in advance as possible but at least 30 days prior to the beginning of the semester during which the leave is to be taken. Professional staff shall submit written notice to their supervisor to be forwarded to the Director and appropriate Vice President/CFO/CIO.

Per 6.2.3.1, *Approved Absences with Pay* require the approval of the president. Copies of the approved request will be sent to the Benefits Office.

Funding

In the interim, the associate cost for eligible persons on “soft money” contracts can be charged to Michigan Tech’s retirement & insurance fund. The costs for eligible persons on general fund are carried by the units. For example, on the academic side, if a teaching substitute will be hired, the costs can be split between department, dean’s office, and provost office.