

HARVARD UNIVERSITY
FACULTY OF ARTS AND SCIENCES

PARENTAL, PERSONAL, AND MEDICAL LEAVE POLICIES

The Faculty of Arts and Sciences has a number of policies the purpose of which is to support faculty members in their attempt to balance professional obligations with family responsibilities. Faculty members who have questions about these policies, or about their eligibility to use them, are encouraged to contact the Office for Academic Affairs. The childcare extension and teaching relief policies are effective July 1, 2005. The maternity policy is effective July 1, 2006.

NOTICE OF THE FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 (FMLA) requires the Faculty of Arts and Sciences (FAS) to grant eligible employees up to 12 weeks of unpaid leave (to be taken and completed during a 12-month period) for any of the following reasons: (1) to care for an employee's child within 12 months of birth, adoption or the initiation of foster care; (2) to care for a parent, child, or spouse with a serious health condition; or (3) because the employee's own serious health condition makes the employee unable to perform his or her job. Other Harvard policies and benefit programs may provide salary continuation and additional benefits. Under Harvard policy, faculty members and those holding professional research appointments are deemed eligible for the provisions of FMLA if they have held at least half-time appointment in the FAS for three consecutive months or more. Harvard will continue to make the standard contribution to group health insurance during a leave covered by the FMLA. However, if the leave is unpaid, the individual on leave will be billed for his or her share of the contribution.

The Faculty of Arts and Sciences will automatically count all maternity, parental, and medical leaves described below (whether paid or unpaid) toward the fulfillment of the FMLA 12-week leave requirement, even if the eligible employee does not specify that he or she is taking an FMLA leave. Those holding faculty and professional research appointments who are eligible for FMLA coverage may take no more than 12 weeks FMLA leave during each 12-month period beginning on the first day that any FMLA leave is used. However, exhaustion of the 12 weeks of leave provided for in the FMLA will not necessarily limit an individual's eligibility for additional leaves as provided for by FAS policy.

PARENTAL LEAVE POLICIES

I. Maternity Policy

Faculty members holding the rank of professor, associate professor, assistant professor and professor of the practice may take a paid short-term maternity disability leave of up to eight weeks in connection with pregnancy and childbirth. For faculty members holding these ranks, maternity leave may be taken in addition to parental teaching relief.

Departments will be expected to accommodate faculty members who take maternity leave and parental teaching relief in accordance with the preceding paragraph.

Faculty members with appointments of at least half-time and holding the title senior preceptor or senior lecturer (if that title is not dependent upon an administrative appointment) are entitled to a paid short-term maternity disability leave of up to eight weeks in connection with pregnancy and childbirth. For faculty holding these appointments, teaching relief is not granted as an addition to maternity leave. That is, these faculty members will elect either to take a maternity leave or parental teaching relief.

The faculty member who plans to avail herself of a short-term maternity disability leave should submit, with as much advance notice as possible, a written notification to the relevant assistant dean for Academic Affairs, with a copy to the department chair.

Under the ordinary application of the policies outlined in this section, no faculty member will be eligible for more than two consecutive terms of relief from normal departmental teaching duties.

II. Childcare Appointment Extension and Postponement of Review Policies for Tenure-Track Faculty

A primary purpose of extensions of appointment is to provide flexibility in the timing of reappointment or promotion reviews for tenure-track faculty in order to accommodate time spent on childcare commitments.

Upon the birth or adoption of a child on or after July 1, 2005, a faculty member should notify the relevant assistant dean for Academic Affairs. Such extensions are available to both mothers and fathers. That faculty member's current contract will be automatically extended by one year. If the faculty member does not wish his or her contract to be extended, he or she should inform the relevant assistant dean in writing.

Ordinarily, if an appointment is extended by a year due to the birth or adoption of a child, any promotion review (whether from assistant to associate professor or from associate to full professor) will be automatically postponed by a year as well. If the faculty member does not wish for his or her review to be postponed, he or she should inform the relevant assistant dean in writing. However, if a birth or adoption takes place after a review is already underway, the review would not ordinarily be postponed. A review would also not ordinarily be postponed if a postponement would move the review into the final year of an appointment.

Although an assistant professor may not normally postpone the review for more than a single year, an extension of one additional year may be granted for a second child born during an assistant professor term. An assistant professor may, alternatively, apply such a second one-year extension to the next academic appointment they may hold in the Faculty of Arts and Sciences. An associate professor may likewise elect to extend the associate professor contract by up to two years. No more than two one-year extensions are possible in any case.

III. Parental Teaching Relief Policy

Ladder faculty members (assistant, associate, or full professors) and faculty members with an appointment of at least half-time as professor of the practice, senior preceptor, or senior lecturer (if that title is not dependent upon an administrative appointment) who are the primary caregivers for a newborn or newly-adopted child are eligible for paid teaching relief. Relief is defined as an exemption from formal classroom duties either for a full teaching load during one term or a half teaching load for two terms. Such relief is normally taken just prior to, or within one year after, the birth or adoption. Primary care giving is defined as having substantial daily responsibility for child care of at least twenty hours per week during regular working hours.

The faculty member is expected to remain in residence and to continue departmental service, committee assignments, advising, and other such professional duties when taking parental teaching relief.

The faculty member who desires relief from teaching under these circumstances should submit, with as much advance notice as possible, a written request to the relevant assistant dean for Academic Affairs, with a copy to the department chair. Forms for this purpose are available from the department administrator in the Office for Academic Affairs, or online at the Academic Affairs website.

PERSONAL LEAVE POLICIES

I. Personal Leave Policy

Unpaid leave may be granted to ladder faculty members and to professors of the practice, senior preceptors, and senior lecturers (holding appointments of at least half-time which are not dependent on an administrative appointment) for compelling personal reasons (for example, the care of a seriously ill spouse, partner, parent, or child). Such leaves may be exempted from ordinary residence requirements between leaves for those who are eligible for regular leaves. Requests should be submitted on an "Application for Leave of Absence" form (available from the departmental administrator, the Office for Academic Affairs, or online at the Academic Affairs website), and are subject to the Dean's approval.

II. Personal Appointment Extension and Postponement of Review Policies for Tenure-Track Faculty

A tenure-track faculty member may request an extension of his or her existing contract on the basis of compelling personal reasons (for example, the care of a seriously ill spouse, partner, parent, or child). The written request should be sent to the Dean, with a copy to the department chair and the relevant assistant dean for Academic Affairs.

Ordinarily, if an appointment is extended by a year for personal reasons, any promotion review (whether from assistant to associate professor or from associate to full professor) is postponed by a year as well. However, if the extension of the contract for personal reasons takes place after a review is already underway, the review would not ordinarily be postponed. A review would also not ordinarily be postponed if a postponement would move the review into the final year of an appointment.

MEDICAL LEAVE POLICIES

I. Medical Leave Policy

Any ladder faculty member, or professor of the practice, senior preceptor, and senior lecturer (holding appointments of at least half-time which are not dependent on an administrative appointment) suffering from a serious health condition such as serious physical or mental impairment of health, including complications of pregnancy and childbirth, which prevents the fulfillment of normal duties is ordinarily entitled to a paid medical leave of absence of up to six months, not to extend beyond the termination date of his or her appointment. Medical certification in support of the leave is required. Requests should be submitted on an "Application for Leave of Absence" form (available from the departmental administrator, the Office for Academic Affairs, or online at the Academic Affairs website) and are subject to the Dean's approval. Such leaves may be exempted from ordinary residence requirements between leaves for those who are eligible for regular leaves. If the illness is prolonged, use of the University Disability Plan should be investigated.

II. Medical Appointment Extension and Postponement of Review Policies

A tenure-track faculty member may request an extension of his or her existing contract on the basis of a serious health condition such as serious physical or mental impairment of health, including complications of pregnancy and childbirth, which prevents the fulfillment of normal duties. The written request should be sent to the Dean, with a copy to the department chair and the relevant assistant dean for Academic Affairs.

Ordinarily, if an appointment is extended by a year for medical reasons, any promotion review (whether from assistant to associate professor or from associate to full professor) is postponed by a year as well. If an appointment is extended for medical reasons for a period less than a year, any promotion review will be postponed by an equivalent period of time. However, if the extension of the contract for medical reasons takes place after a review is already underway, the review would

not ordinarily be postponed. A review would also not ordinarily be postponed if a postponement would move the review into the final year of an appointment.

APPOINTMENT EXTENSION LIMITS

A maximum of two one-year appointment extensions and two one-year review postponements are possible over the course of tenure-track faculty appointments.