

Parental Leaves for Faculty Members

This applies to mothers, fathers, or adoptive parents. *

Tenure-track faculty members receive (by contract) 12 weeks of paid leave “from the arrival of the child.” Parental leave stops the sabbatical clock; in other words, a faculty member who takes a parental leave will delay his/her next sabbatical leave.

Lecturers generally receive 6 weeks of paid leave and may take 6 additional weeks of unpaid leave “from the arrival of the child.”

Faculty member’s responsibilities:

1. Faculty members should notify the department chair as soon as possible so that the chair can plan for covering his/her courses during the parental leave.
2. The faculty member must submit two forms. Links found at www.unh.edu/hr/fmla.htm
 - a. Request for Leave of Absence form (requires chair’s AND dean’s signatures)
 - b. Certification of Health Care Provider form (submit directly to Human Resources). If the leave is for anyone other than the birth mother, the birth mother’s physician is the one who will complete the form.
3. The faculty member must notify department chair and HR when the child is born; the specific date is needed to set the dates of the leave.
4. Prior to returning to work, birth mothers (only) must submit written medical authorization to return to work to their department chair and to Human Resources.

Department chair’s responsibilities:

1. Department chairs should propose a plan to cover the faculty member’s courses and any related expenses with Dean Kirkpatrick.
2. The Chair should sign the Request for Leave of Absence form (see above) and forward it to Dean Fuld for his signature. COLA will submit it to HR.
3. Notify Sue St. Louis in the COLA Business Service Center of the actual birth date of the child.
4. Require birth mothers to submit written medical authorization to you before they return to work.
5. Since the semester is 14 weeks and parental leave is generally 12 weeks, timing can sometimes be less than optimal. Individual arrangements can be worked out for classroom continuity if the child will arrive very soon after the semester has begun, or if the twelve week leave will end very close to the end of the semester. These special arrangements should be discussed with and approved by Dean Kirkpatrick.
6. You cannot bypass Human Resources or the Dean’s Office when arranging these leaves; parental leave cannot be “off the books.” USNH policy on parental leaves is based on federal legislation called the Family Medical Leave Act. All of us (the faculty member, the chair, and the College) must follow FMLA legislation.

*In order to qualify, faculty members must be “FMLA-eligible;” if you have at least 12 months of total service at UNH and worked at least 1,250 hours in the 12 months prior to the leave, you qualify. Consult HR if you are unsure of your FMLA-eligibility.

Resources

Human Resources web site about the Family Medical Leave Act: www.unh.edu/hr/fmla.htm

- Request for leave of absence form
- Certification of health care provider form.

You can direct your questions to Deb Carr in Human Resources or to Mary Rhiel in the Dean’s Office.