

Parental Leaves for Faculty Members

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

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. It also stops the tenure clock, unless they request otherwise.

Lecturers receive (by contract) 12 weeks of paid leave “from the arrival of the child.” According to the CBA, “The year in which parental leave is taken will be deducted for accruals in Promotion or Pedagogical Development Leave eligibility.”

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, available at <https://www.unh.edu/hr/leave-of-absence-cba>
 - a. Request for Leave of Absence form (requires chair’s AND dean’s signatures)
 - b. Employee Health Certification 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; the form is also available at <https://www.unh.edu/hr/leave-of-absence-cba>

Department chair’s responsibilities:

1. Department chairs should propose a plan to cover the faculty member’s courses and any related expenses to Dean Cook.
2. The Chair should sign the Request for Leave of Absence form (see above) and forward it to Dean Dillon for her signature. COLA will submit it to HR.
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 Cook.
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.

Resources

Human Resources information about the Family Medical Leave Act:

<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

You can direct your questions to Human Resources or Prof. Scott Weintraub, Faculty Fellow in the Dean’s Office.