



Maternity Leave FAQs for Faculty Members

1. As a full time faculty member am I eligible for pay during my maternity leave?
 - As the mother, you have salary continuation benefits to utilize when medically unable to work. As the father, you have salary continuation benefits to utilize for the day of the delivery and the day bringing the baby home from the hospital.
2. As an affiliate faculty member am I eligible for pay during my maternity leave?
 - As the mother, you have salary continuation benefits to utilize when medically unable to work. As the father, you have salary continuation benefits to utilize for the day of the delivery and the day bringing the baby home from the hospital.
3. As a visiting or adjunct faculty member am I eligible for pay during my maternity leave?
 - Visiting and adjunct faculty members are not eligible for salary continuation benefits. This would be an unpaid maternity leave of absence.
4. When do I tell my Unit Head about my maternity leave?
 - It's best to give your Unit Head notice as soon as possible. There are various benefits in telling your Unit Head sooner rather than later. The more planning and preparation you and your Unit Head do before you leave the easier both of you will find it when you return. An earlier announcement will enable all of those involved to support you and the operational requirements of your department.
5. What is release from responsibilities for student learning?
 - This is a release from teaching as a principal instructor of a regularly scheduled, semester-long course. A maternity leave plan with modified duties is developed to cover the time before and after a maternity leave.

6. What is considered a disruption to student learning?

- A medical and/or maternity leave of absence for six (6) weeks or longer during a semester. Six weeks or more can cause a significant disruption for the students learning.

7. Are modified duties for before and after my maternity leave paid?

- All faculty members are eligible for regular pay during the timeframe of their approved modified duties.

8. What should my maternity leave plan include?

- Your maternity leave plan should include: the dates of your maternity leave, the dates of your modified duties, what your modified duties are, and when you will resume teaching duties. It will also need to be signed by you, your Unit Head, and your Dean.

9. What are modified duties?

- Modified duties may include: administrative work, scholarship work, providing office hours, participating in committees, and attending departmental meetings. Modified duties will not include primary teaching responsibilities. There is no expectation that all of these duties are to be worked from home.

10. Where can I find an example of maternity leave plans?

- Examples of faculty maternity leave plans can be found [here](#).

11. Can I take time off after the typical 6 or 8 weeks of medical recovery instead of returning to modified duties?

- If eligible for FMLA, you can take up to 12 weeks off for maternity leave. Additional time off which is not covered by salary continuation will be unpaid time.

12. Can I chose to have an alternate teaching schedule instead of taking unpaid time off?

- Depending of the needs of the department, you and your Unit Head may agree upon an alternate teaching schedule. An example is an agreement to teach over the Spring/Summer semesters in order to continue pay while on leave during the Winter semester.

13. Where can I find information about pausing the tenure clock?

- Information about pausing the tenure clock can be found in the [Administrative Manual, Chapter 4, Section 2.7.2](#).

14. Can I work during my maternity leave?

- You are not expected to work during a maternity leave of absence. As the mother, you will be required to provide us with a medical work release from your physician before returning to work.

15. Am I expected to find a teaching replacement for the period of time that will be gone?

- Your Unit Head will arrange for a teaching replacement for your maternity leave.

16. Who determines the modified duties for the remainder of the semester?

- You and your Unit Head shall discuss and determine, in consultation with your Dean's office, what modified duties are to be performed.

17. What if I don't agree with the modified duties plan?

- Modified duties need to be discussed and developed between you, the Unit Head, and the Dean.

18. What if I have complications with my pregnancy impacting my return to work/modified duties?

- The maternity leave can be adjusted to reflect the changes for your maternity leave. If changes should occur, a notification will need to be provided to your Unit Head and Human Resources as soon as possible. A revised Maternity Leave Plan may also be needed.

19. If I take an unpaid leave of absence and am on the 12 month pay option, what changes upon my return?

- After an unpaid leave of absence, you would return to work on an academic year pay schedule (the 18 paychecks option). Any part of your salary that was previously deferred will be spread out and paid to you over the spring/summer months.