

Maternity Leave Guidelines for Faculty

The nature of faculty positions presents issues that differ from other staff positions. Courses need to be taught in a manner that does not disrupt the students' learning experience.

When a faculty member is expecting a child, she and the Unit Head will need to work out a schedule that recognizes her needs and the needs of the University. The issues will vary in each case depending on the due date, whether or not there are any complications during the pregnancy, and whether or not the faculty member is requesting additional unpaid leave. A baby that is due in the summer may not require any accommodation. A faculty member who is expecting a child that is due near the beginning or the end of a semester may be easily accommodated by having other faculty cover the classes for a few weeks until she is released by her physician to return to the classroom. A faculty member that is expecting a child in the middle of a semester may present more complex issues that need to be addressed. In all cases that will require time away from the classroom during the academic year, it is expected that equitable arrangements will be made to provide time off. Examples of arrangements that can and have been made include:

- Covering a portion of the semester with other faculty within the department or an adjunct faculty member.
- Alternate scheduling (teaching some in the summer). When making arrangements for an alternative schedule, it is expected that the paid time off a faculty member would normally receive is taken into consideration.
- Administrative assignments.

In no case shall a faculty member be expected to report to work when her physician has ordered her not to work.

A faculty member that is expecting a child should notify her Unit Head in the early stages of her pregnancy to allow time to explore options and make the proper accommodations. She should be aware that the University's salary continuation program would compensate her for time she is under a physician's order not to work during the academic year. She should also be aware that there are several options that can be explored to find the most equitable solution to her needs and the needs of the University.

If the faculty member is ordered not to work due to complications during the pregnancy, she needs to provide her Dean's Office with a written notice from her physician indicating the need for her absence. Likewise, when a faculty member who delivered a child is released to return to work, she needs to provide her Dean's Office with a notice from her physician indicating that she has been released to return to work.

Other Relevant Resources:

- Maternity Leave Policy for Faculty and Staff
 - Located in the [GV Manual](#)
- Family & Medical Leave Policy
 - Located in the [GV Manual](#)
- Pausing the Tenure Clock
 - Located in Section 2 of the [Administrative Manual](#)
- Faculty & Staff Family Friendly Resources
 - Located on the [Health and Wellness](#) website