



## **Maternity Leave Procedures for Faculty**

### **Maternity Leave for Faculty:**

Under the Pregnancy Discrimination Act (PDA), a pregnancy will be treated the same as any other "disability." The standard medical disability leave for childbirth is six weeks for a regular birth and eight weeks for a Caesarean. Depending on the timing of the standard medical disability leave, this faculty absence can cause significant interruption in students' learning. Therefore, to ensure continuity in students' learning, a faculty member will, with full pay, be released from responsibilities for student learning except when, for example, the birth date occurs in the late spring or early summer, in which case, no release time may be needed for faculty on an academic-year appointment. A release from "responsibilities for student learning" means a release from teaching as a principal instructor of a regularly scheduled, semester-long course.

A written maternity leave plan signed by the faculty member, the unit head, and the dean should be submitted to the Work Life Consultant in the Human Resources Office prior to the beginning of the faculty member's absence. This plan should note the medical disability leave dates, whether additional paid maternity release is being granted under the above policy, and if so, describe what duties will be resumed and what other assigned responsibilities will be completed after the standard medical disability leave is expired. Finally, the anticipated date of complete return should be included in the plan. The plan can be amended if unanticipated medical issues occur.

-This policy can be found in the [Administrative Manual](#), Chapter 4 Human Resources, Section 2.30 Faculty.

### **Procedures:**

A faculty member who is expecting should determine whether or not they will be absent, due to their maternity leave, for 6 weeks or longer in an academic semester. The standard medical disability leave for childbirth is six weeks for a regular birth and eight weeks for a Caesarean. For this policy, the academic semester is defined as the time period classes are in session.

A faculty member with a due date and a medical disability from giving birth for 6 weeks or longer in the semester will be released from teaching duties for the whole semester. In lieu of teaching duties, the faculty member would have alternative responsibilities. Their salary would continue at 100% while on approved alternative responsibilities. A faculty member with a due date and a medical disability from giving birth less than 6 weeks in the semester will not be released from teaching duties.

#### A. Released from Teaching:

A written maternity leave plan is needed when a faculty member will be absent for 6 weeks or longer in an academic semester due to a maternity leave of absence.

- The faculty member shall notify their unit head of their upcoming maternity leave as soon as possible.
  - An earlier announcement will enable all of those involved to support both the faculty member and the operational requirements of the department.
- The faculty member will be released from teaching duties for the whole semester (to include the time period before and after the maternity leave).
- Modified duties will be allocated for the remainder of the semester, for both before and after the maternity leave.
  - The modified duties shall be discussed and agreed upon between the faculty member and unit head.
    - A written maternity leave plan, stating reassigned duties in lieu of teaching, is created by the faculty member and unit head.
  - See Appendix A for examples of modified duties.
  - See Appendix B for a template of a written maternity leave plan.
- The written maternity leave plan is submitted to the Dean's office for approval.
  - After the Dean's approval, the plan is submitted to Human Resources for review.
  - After Human Resource's approval the plan is submitted to the Provost's office for final review.
  - The written maternity leave plan must be created and approved by all parties prior to the maternity leave start date.
  - This plan can be amended if unanticipated medical issues occur.
- The faculty member must submit a Maternity Leave Application to Human Resources.
  - This form can be found on the Human Resources website at [www.gvsu.edu/hro](http://www.gvsu.edu/hro) under Forms, Benefits, and Other Forms.
    - Titled, "University Medical and FMLA Leave Application-Faculty/Salaried Staff"
  - This application should be submitted no later than 30 days before the maternity leave of absence.
- Exceptions to the Faculty Maternity Leave Policy will need to be approved by the Provost Office.

#### B. Not Released from Teaching:

A written maternity leave plan, stating reassigned duties in lieu of teaching, is not needed when a faculty member will be absent less than 6 weeks in an academic semester. The faculty member will continue teaching duties for the remainder of the semester.

- The faculty member shall notify their unit head of their upcoming maternity leave as soon as possible.
  - An earlier announcement will enable all of those involved to support both the faculty member and the operational requirements of the department.
- If a maternity leave is between 2-6 weeks in a working semester, the faculty member must submit a Maternity Leave Application to Human Resources.
  - This form can be found on the Human Resources website at [www.gvsu.edu/hro](http://www.gvsu.edu/hro) under Forms, Benefits, and Other Forms.
    - Titled, "University Medical and FMLA Leave Application-Faculty/Salaried Staff"
- This application should be submitted no later than 30 days before the maternity leave of absence.
- If a maternity leave would involve less than 2 weeks in an academic semester, maternity leave paperwork is not needed.
  - The faculty member would coordinate their absence with their unit head.

#### **Other:**

- Full time benefit eligible faculty members and affiliate faculty members will receive pay for medical disability leave and for modified duties for the remainder of the semester.
- Visiting and adjunct faculty members will receive pay for the modified duties period only, but are not eligible for disability pay.
- FMLA eligible faculty members can take up to 12 weeks off for maternity leave.
  - To be eligible for FMLA, a faculty member must have worked for the University for at least 12 months, and has worked at least 1,250 hours in the 12 months preceding the leave.
  - The time period after the medical disability would be unpaid time off.
- Q&As about maternity leave, including how and when to add a dependent to health insurances, can be found at [www.gvsu.edu/hro](http://www.gvsu.edu/hro) under Faculty & Staff, then Policies, Leaves & Contracts.

#### **Questions:**

The Human Resources Office is responsible for implementing and coordinating the provisions in the Maternity Leave Policy for Faculty for the University. If you have any questions about this policy, please contact the Human Resources Office at (616) 331-2215.

If there are any conflicts between the University policy and provisions of the Federal Acts, the provisions of the Federal Acts will supersede, with the exception of situations where the University policy, handbooks or bargaining agreements provide benefits greater than the Acts. The Federal Acts and the Federal Regulations will be used to resolve issues that arise.

## Appendix A

### **Examples of Reassigned Duties in Lieu of Teaching for Maternity Leave**

Modified duties should be relevant to the particular skills and knowledge of the faculty member and needs of the unit. Modified duties are not guaranteed to be working exclusively from home. These modified duties are meant to serve as examples and is not an exhaustive list. Different combinations of these may be appropriate to different faculty members.

- Serving on departmental Strategic Planning Committee
- Assisting with candidate searches
- Staffing Spanish Writing Center: on-campus and online hours
- Organizing student participation in a professional conference: arranging transportation, accommodations, scheduling, registration, submission of paperwork for students and faculty.
- Advising student organizations.
- Preparing curriculum guidelines for majors and minors who are rising sophomores, juniors and seniors to register for the upcoming academic year.
- Organizing XXXX concert: arranging tech schedules, confirming lighting and stage management details, creating a poster and program template.
- Creating and managing an event calendar for the program, including scheduling for events during the maternity leave.
- Organizing and adjudicating departmental admission auditions.
- Selecting scholarship recipients for the upcoming academic year.
- Organizing XXX Day: updating website, sending out performance agreements to guest artists, scheduling master classes and performances, contacting volunteers to usher; finalizing guest artist itineraries; creating program booklet.

- Pre-maternity leave: Coordinating department student essay contest. Advertising and planning in the early part of the term.
- Conducting surveys and preparing reports on department's common classes to compare texts, assignments, and tests. This is part of an overall survey of our largest, multi-section courses to help us prepare for curriculum review and strategic planning. Report should be completed by (insert specific dates).
- Research and report on program course offerings at other schools in preparation for department consideration. A report should be completed for consideration by the department by (insert specific dates).
- Post-maternity leave: continue to manage department student essay contest, final judging and competition conclusion in (insert specific dates).
- Assessment collection. Assist in developing new collection and storage methods for dept. assessment. Design of the system (insert specific dates). Use of the system/begin collection (insert specific dates).
- Create and distribute faculty achievement/activity newsletter. First distribution planned for (insert specific date). Collection of information for Summer newsletter will continue through (insert specific dates).
- Department webpage revision and maintenance. This project will include a survey of other department sites and sites of xxx departments at other universities. A report with recommendations and alternatives should be completed by (insert specific dates).
- Coordinate joint GVSU/Calvin undergraduate xxx conference on (insert specific dates).
- Course registration publicity and advertising (insert specific dates).

## Appendix B

### **Reassigned Duties in Lieu of Teaching Due to Maternity Leave [Paid/Unpaid]**

Name \_\_\_\_\_

Department \_\_\_\_\_

Grand Valley State University

During the [Fall/Winter] semester 20XX, I plan to follow the tentative timeline below:

<u>Dates:</u>	<u>Responsibilities Include:</u>
Aug. 25- Sept. 22	Attending auditions on Aug 27; Providing office hours Mon & Weds 1:00-3:00pm; Teaching individual lessons; Attending faculty lectures; Organizing the Student Day in December: updating website, sending out agreements to outside vendors, scheduling classes, coordinating volunteers for event.
Sept. 23- Nov. 3	Maternity Leave
Nov. 4- Dec. 22	Return to teaching studio; Sitting in on applied lessons taught by Professor Smith as deemed appropriate; Finalizing all details for the Student Day; Attending lectures; Coordinating evaluation and grade submission for applied lessons with Professor Smith.

I will resume all of my teaching and performing responsibilities on [DATE].

Sincerely,

\_\_\_\_\_  
Name Date: \_\_\_\_\_

\_\_\_\_\_  
Department Chair Date: \_\_\_\_\_

\_\_\_\_\_  
Dean Date: \_\_\_\_\_

\_\_\_\_\_  
Work Life Consultant or Designee Date: \_\_\_\_\_

\_\_\_\_\_  
Provost or Designee Date: \_\_\_\_\_

Last Updated: 9/2016

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