

MEDICAL LEAVE PROCEDURES FOR FACULTY

Medical Leave for Faculty

The Family and Medical Leave Act of 1993 (FMLA) gives eligible Grand Valley State University faculty and staff the right to take unpaid leave or paid leave, if appropriate benefits have been earned, for a period of up to 12 work weeks in a 12-month period because of the birth of a child or the placement of a child for adoption or foster care, because the faculty or staff member is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the faculty or staff member's own serious health condition makes them unable to do their job, or because of any qualifying exigency arising out of the fact that the staff member's spouse, son, daughter, or parent is a covered military member on active duty (or notified of impending call or order to active duty) in support of a contingency operation, or to care for a covered service member with a serious injury or illness if the staff member is the spouse, son, daughter, parent, or next of kin of service member. Leave taken for one or more of these reasons, when combined together, may not exceed 12 weeks during the rolling backward 12-month period. Under certain circumstances, this leave may be taken on an intermittent basis rather than all at once, or the faculty or staff member may work a part-time schedule. 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 medical leave 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 medical leave plan signed by the faculty member, the unit head, and the dean should be submitted to the Human Resource Specialist in the Human Resources Office prior to the beginning of the faculty member's absence. This plan should note the medical disability leave dates, and 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 additional 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 going on medical leave should determine whether or not they will be absent, due to their medical leave, for 6 weeks or longer in an academic semester. For this policy, the academic semester is defined as the time period classes are in session.

A faculty member with a medical disability 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 medical disability less than 6 weeks in the semester will not be released from teaching duties

A. Released from Teaching:

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

- The faculty member shall notify their unit head of their upcoming medical 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 medical leave).
- Modified duties will be allocated for the remainder of the semester, for both before and after the medical leave.
 - The modified duties shall be discussed and agreed upon between the faculty member and unit head.
- A written medical 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 medical leave plan.
- The written medical 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 medical 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 Medical Leave Application to Human Resources.
- This form can be found on the Human Resources website at 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 medical leave of absence.
- Exceptions to the Faculty Medical Leave Policy will need to be approved by the Provost's Office.

B. Not Released from Teaching:

A written medical 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 medical 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 medical leave is between 2-6 weeks in a working semester, the faculty member must submit a Medical Leave Application to Human Resources.
 - This form can be found on the Human Resources website at 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 medical leave of absence.
- If a medical leave would involve less than 2 weeks in an academic semester, medical 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.

Questions

The Human Resources Office is responsible for implementing and coordinating the provisions in the Medical 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.

EXAMPLES OF REASSIGNED DUTIES IN LIEU OF TEACHING FOR MEDICAL 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).

REASSIGNED DUTIES IN LIEU OF TEACHING DUE TO MEDICAL LEAVE [PAID/UNPAID]

Name
Department
Grand Valley State University

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

Dates:	Responsibilities Include:
Aug. 25–Sept. 22	Attending auditions on Aug 27; Providing office hours Mon & Wed 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 the event
Sept. 23–Nov. 3	Maternity leave
Nov. 3–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
_____	_____
Human Resources Specialist	Date
_____	_____
Provost or Designee	Date