

# Benefits & Human Resources

## REGULAR FACULTY BENEFITS

BOT 4.2.30

**Date of Last Update:**

May 06, 2022

**Approved By:**

- Board of Trustees

**Responsible Office:**

Office of General Counsel

## POLICY STATEMENT

### 4.2.30 Benefits

**1. Holidays.** For faculty the following days are University holidays: (usually including the Friday preceding any such holiday which falls on Saturday and the Monday following any such holiday which falls on Sunday) Please refer to the [holidays table](#). Two (2) floating holidays scheduled during the Christmas break; plus up to two (2) additional floating holidays scheduled during the Christmas - New Year's break, if the University is officially closed.

A faculty member is not eligible for holiday pay if the holiday occurs during an unpaid leave of absence, or if the holiday falls during a suspension without pay, or the holiday occurs during a time when they are not on pay status.

**2. Vacation.** Vacation for faculty members on academic year appointments is limited by the academic calendar and is not accrued. Vacation for faculty members on 12-month appointments is limited by the academic calendar and not accrued if the primary role of the unit is teaching scheduled courses. For units other than those whose primary role is teaching scheduled courses, faculty on 12-month appointments accrue vacation at the rate of five days per calendar quarter of completed service. In this case, a prorated number of days for a partial quarter of service will be computed when necessary. Approval of the use of accrued vacation is the responsibility of the appropriate unit head. Vacation time may not be charged until it is earned. Faculty members with accrued vacation terminating their employment will be eligible for their accrued

vacation, not to exceed 20 days, provided at least four weeks' notice of their intent to leave is received. Up to 20 days of accrued vacation may be carried from one calendar year into the next.

If the primary role of the unit is teaching scheduled courses, then unit heads that have 12-month faculty should work with each faculty member to assure that the faculty member has the opportunity to take at least twenty days off per calendar year, in addition to holidays as provided in [Section 4.2.30.1](#), and that, as far as reasonably possible, the schedule allows two or more weeks of consecutive days off. In the event a 12-month faculty member desires to take days off when classes are in session, the faculty member shall submit that request to the unit head for approval as soon as possible.

**3. Salary Continuation.** The University will provide, to the extent described below, a salary continuation program for full-time faculty members which is designed to provide salary protection in the event of personal circumstances which do not allow a faculty member to continue work. This program is intended only as a form of insurance and is subject to careful scrutiny of each appointing officer. The appointing officer may require proof that any absence at any time is appropriate. Salary continuation may be approved only for the following reasons:

- A.** Faculty member's childbirth, illness, injury, hospitalization, and appointments pertaining to health. In cases of injuries compensable under worker's compensation or no fault auto insurance, salary continuation may be used to the extent that the payments fail to equal the faculty member's regular base earnings. Faculty member's child, stepchild, foster child, spouse, parent, or household member's illness, injury, hospitalization and appointments pertaining to health (limited to a reasonable amount).
- B.** The death of a faculty member's child, stepchild, foster child, spouse, brother, brother-in-law, sister, sister-in-law, parent or parent-in-law, grandparent, grandparent-in-law, or household member.
- C.** Attendance at a funeral other than above (maximum one day).
- D.** Inclement weather causing unusually hazardous conditions which necessitates the closing of the University.

All full-time faculty members will be allowed compensation at their regular base rate of pay for an absence that falls under paragraph "A" above for the entire absence period not to exceed six months from the date of illness, injury or hospitalization. No salary

continuation as such will be accrued or reported although each appointing officer will be responsible for the equitable application of the policy.

#### **4. Leaves of Absence with Partial Pay.**

**A. Jury Duty.** A faculty member who loses time from their assigned responsibilities because of jury duty will receive the difference between their pay for jury duty and their regular base pay if such service occurs at a time when the faculty member is on pay status.

**B. Military Duty.** A faculty member who loses time from their assigned responsibilities because of military training as a reservist or National Guard or due to a civil disturbance, not exceeding four weeks per year, will receive the difference between their military base pay and their regular pay if such service occurs while the faculty member is on pay status.

**C. Fulbright or Comparable Competitive Scholarly Awards.** To assist faculty members who are recipients of one semester Fulbright and other comparable competitive scholarly grants, the University will pay the difference between any salary grant amount and the faculty member's full base salary for the leave period, minus adjunct faculty replacement costs as determined by the dean. Eligibility is subject to the provisions of [Section 2.25.](#)

**5. Leaves of Absence without Pay from the University.** A faculty member may request a leave of absence without pay for educational, medical, or personal reasons for a period of one to twelve months. Such request is subject to approval by the appointing officer. Any accrued benefits will be protected during the leave although additional benefits will not accrue. The faculty member may continue existing group benefits with the appropriate University's contribution. Contribution to the retirement plan will not accrue during the leave period. In case of medical leave the University may require a physician's statement concerning the faculty member's ability to perform their assigned responsibilities either before departure or just prior to returning to active employment.

Absences without pay for a period of less than one month will be considered as lost time and are subject to the approval of the appointing officer.

**6. Alternate Service.** Faculty on academic year appointments may fulfill their full academic year responsibilities on the basis of working any two of the three academic semesters without loss of base academic year salary with the balance of the year considered vacation. A faculty member who serves in a full time capacity for an additional (third) academic semester, without additional compensation, shall be entitled

to a compensatory equivalent semester of vacation during the subsequent academic year at the compensation level in effect when the vacation was earned, if all arrangements are approved by the appointing officer, the Provost, and the President in advance. Should, due to a change of circumstances, a faculty member who has fulfilled the prior service obligation be allowed to work during the semester they expected to be on vacation, all such work shall be at a rate and under the conditions described [Section 4.2.20.3](#).

**7. Group Life, Medical and Dental Insurance.** The University will provide life and dental insurance coverage for all faculty appointed one-half time or more, medical insurance coverage for regular faculty appointed three-quarter time or more, and medical insurance coverage for regular faculty hired prior to July 15, 2016 appointed one-half time or more, and their dependents and household members (as defined in plan documents) to the extent of the group insurance policies in effect providing the faculty member's appropriate payments are maintained. The schedule of benefits provided and their cost are described in materials available through the Human Resources Office.

**8. Group Disability.** All full-time faculty are eligible to participate in the total disability benefits program subject to the provisions of the master contract. The benefits provided are described in materials available through the Human Resources Office.

## **9. Retirement.**

**1. University Base Plan.** Effective July 1, 1996, regular faculty and executive, administrative and professional staff with appointments of one-half time or more will be eligible to participate in the base retirement plan comprised of three investment alternatives: Teachers Insurance and Annuity Association (TIAA),

2. College Retirement Equities Fund (CREF),

3. Fidelity Investments - institutional retirement plan

Eligible faculty and staff will begin participation immediately upon employment.

Participants are fully vested after completion of two years of employment.

The University will make a contribution equal to 12% of the participant's base salary. No contribution is required from the faculty or staff member.

Participants may elect an allocation of their University contribution among the three investment alternatives once a year. Allocation changes within those alternatives will be allowed as frequently as permitted by that carrier.

The normal retirement age used as a basis for calculating a full benefit is age 65. There

is no mandatory retirement age.

A more detailed description of the base retirement plan related to pay out options, availability of funds and allocation changes and transfers within funds is contained in materials available in the Human Resources Office.

**A. Supplemental Retirement Accounts.** All regular faculty and staff may elect to have the university provide payment for tax deferred saving plans which qualify for IRS Code Section 403(b) and beginning July, 1, 2002 section 457(b) status through companies approved by the University. Faculty and staff can defer in such amounts as permitted by IRS Code Section 403(b) and 457(b). The election of such a benefit in no way affects the faculty or staff member's mandatory participation in the University's retirement program. The University retains the right to modify or terminate this optional deferral program upon reasonable notice to faculty and staff.

**B. Medical Insurance for Retirees.** The University will provide a medical insurance plan for official retirees hired before January 1, 2014. An official retiree (including early retirees) for purposes of this benefit, will be defined as any regular University faculty or staff member who is employed by the University at the time of retirement, who is vested in a University sponsored retirement plan and whose years of University service and age total a minimum of 75.

Official retirees will be reimbursed for participation in the plan based on years of service.

Benefits will also be provided to the spouse, dependents, and household member of the retiree based on the same formula, less the dependent charge. The materials describing the program are available through the Human Resources Office. The university retains the right to modify or terminate this plan upon reasonable notice to faculty, staff and retirees.

## **10. Tuition Reduction Programs**

**A. Academic Participation for Faculty, Staff and Retirees.** Effective fall semester, 1988, a regular faculty or staff member may with approval of their supervisor, enroll in Grand Valley State University courses tuition free, one of which may be taken during working hours each fiscal year. Retirees may enroll with the approval of the Human Resources Office. The materials describing the program are available through the Human Resources Office.

**B. Reduced Tuition for Spouses, Eligible Dependents and Household**

**Members of Faculty, Staff and Retirees.** Effective fall semester, 1988, spouses, eligible dependents, and household members of regular faculty, staff and retirees are eligible for a 50 percent reduction of their tuition costs for all Grand Valley State University courses. Spouses, eligible dependents, and household members of regular faculty, staff and retirees who use this benefit are subject to the admission and academic requirements of the University. The materials describing the program are available through the Human Resources Office.

**11. Flexible Spending Accounts.** Faculty may elect once a year to participate in the Flexible Spending Accounts pursuant to the plan established under IRS Code Section 125. The materials describing the program and its options are available through the Human Resources Office. The University retains the right to modify or terminate this program upon reasonable notice to the faculty members.

**12. Adoption Assistance.** Effective January 1, 2001 all regular full-time and part-time faculty members and staff are eligible for adoption assistance. The benefits provided are described in materials available through the Human Resources Office.

**13. Maternity and Other Temporary Medical Leave**

**Policies.** [Section 4.2.30.3](#) provides for Salary Continuation for faculty members subject to the terms of that section. The Maternity and Other Temporary Medical Leave Policies are intended to supplement and not substitute for Salary Continuation.

**A. Maternity Leave Policy**

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 member's 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 has expired. Finally, the anticipated date of complete return should be included in the plan. The plan can be amended if unanticipated medical issues occur.

Additional information about the Maternity Leave Policy and possible leave arrangements can be found on the Human Resources website.

### **B. Other Temporary Medical Leave Policy**

Temporary disability leave due to illness, surgery, or recovery from injury of a faculty member can also cause disruptions to student learning in that faculty member's class(es). If a temporary disability leave will exceed six weeks, 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 temporary disability 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 Work Life Consultant in the Human Resources Office prior to the beginning of a faculty member's absence. This plan should note the disability leave dates, whether additional paid medical 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 has expired. Finally, the anticipated date of complete return should be included in the plan. The plan can be amended if unanticipated medical issues occur. If the disability leave is an emergency, a plan should be submitted when there is enough information to do so.

## **TABLES**

### **Holidays**

Day
-----

New Year's Day
----------------

---

Martin Luther King, Jr. Day

---

Memorial Day

---

Independence Day

---

Labor Day

---

Thanksgiving Day

---

day following Thanksgiving Day

---

day preceding Christmas Day

---

Christmas Day

---

day preceding New Year's Day

---

---

## **FACULTY COMPENSATION SCHEDULE**

SG 3.09

**Date of Last Update:**

July 06, 2023

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Human Resources

### **POLICY**

The objective of the University's compensation program is to attract, retain, motivate and reward faculty fairly, equitably and competitively. The University is committed to fair and equitable compensation that compliments the responsibilities of the position and the performance of the incumbents.



Compensation rates for Faculty and Executive, Administrative and Professional (EAP) positions are set based on (1) market data for similar positions within local, regional and/or national markets, (2) sensitivity to internal equity and (3) available fiscal resources. The market data is updated on a regular basis.

For more information see: [Compensation Information](#) (provided by Human Resources)

---

## CONTINUATION OF BENEFITS

SG 5.01

**Date of Last Update:**

January 07, 2019

**Approved By:**

- Board of Trustees

**Responsible Office:**

Human Resources

## POLICY STATEMENT

**Continuation of Benefits .**

The [Benefits Office](#) must be notified of any change in status, including eligibility for coverage under a new employer, within 31 days of the event.

Faculty (regular tenured/tenure-track, affiliate and visitor) who complete a full academic year, through the end of the winter semester, will retain their benefit coverage until the earlier of the date eligible for coverage under a new employer or August 5 of the calendar year in which they separate from service.

Benefits for Faculty who complete a partial academic year prior to separating from service will be terminated as of their date of separation from the University.

Benefit coverage noted above includes the following benefits: medical, pharmacy, dental, health flexible spending account, vision, life, supplemental life and long term disability and supplemental retirement deferrals.

**Salary Deferral**

Those faculty members on salary deferral (12 month pay option) who complete the academic

year will continue to receive their salary through August 5 of the year in which they separate from service. Upon written notice faculty can request a lump sum payout of their salary deferral balance. The amount will be taxed based on the Federal tax rates applicable to lump sum payouts.

#### Effective Date

The revised policy is effective for those faculty members who separate from service beginning with the 2005-06 academic year. The continuation of salary deferral will be effective with the 2006-07 academic year.

---

## PARENTAL LEAVE

SG 5.02

#### **Date of Last Update:**

May 18, 2022

#### **Approved By:**

- University Academic Senate / Provost

#### **Responsible Office:**

Human Resources

## POLICY STATEMENT

Under the Pregnancy Discrimination Act (PDA), a pregnancy will be treated the same as any other “disability”. The Family and Medical Leave Act (FMLA) will be followed in approving a medical leave of absence for the birth parent. All new parents (birth, non-birth, adoptive, and foster) are eligible for a six-week paid Parental Leave. Information about the Family and Medical Leave Act can be found in the Senior Leadership Team Policies. Additional information about the Parental Leave Policy can be found on the Human Resources website.

See <http://www.gvsu.edu/hro/time-offleaves-122.htm> .

---

## PARTNER ACCOMMODATION

SG 5.03

#### **Date of Last Update:**

January 09, 2020

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Human Resources

**POLICY**

**Partner Accommodation**

Dual career couples have emerged as an important recruitment issue in higher education. The job prospects for both partners are often seriously considered when academic couples weigh career opportunities. Grand Valley State University has responded to the increasing incidence of dual career partners through the actions described below.

*Higher Education Recruitment Consortium:* GVSU is a member of Michigan HERC. HERCs are formal organizations of area colleges that provide a list of open positions for a geographic area.

*Human Resource Office Assistance:* Grand Valley's Human Resource Office can provide assistance with identifying opportunities, preparing resumes, and interview preparation for a relocating partner.

*Temporary Appointments:* GVSU utilizes several kinds of temporary faculty appointments. These include visiting faculty (one-year contract that is renewable up to three years), part-time instructors (per class basis), and affiliate faculty (normally, a three-year renewable appointment). A qualified academic partner can be appointed to one of these positions, although the university does not guarantee such an appointment. The unit receiving the appointment must agree to the accommodation.

*Open Faculty Positions:* In accordance with state law, federal law, and GVSU's commitment to faculty governance, the university uses inclusive, non-discriminatory, open recruitment and hiring practices. If an academic partner is qualified for an open tenure-track position, the academic partner must participate in the normal hiring process unless either the Provost or the President approve otherwise.

*Shared Positions:* The University will consider arranging a shared position. In this type of appointment, partners share a tenure-track position with defined responsibilities for teaching, research, and service. The shared position must total at least 100 percent of a full-time position. This form of accommodation works best for two faculty members in the same or

closely related disciplines.

*Creation of a New Position:* The creation of a position for a partner is at the discretion of university administration, normally with consultation with the appropriate unit head and dean. Funding for such positions is determined by the Office of the Provost.

---

## **ADOPTION LEAVE POLICY**

SLT 4.1

**Date of Last Update:**

December 14, 2021

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Human Resources

### **POLICY STATEMENT**

The University recognizes the need for family and medical related leave. The following policy complies with the Family and Medical Leave Act (FMLA) and provides guidelines for procedures regarding paid or unpaid leave. By enacting this policy Grand Valley aims to allow necessary time away from the university for individuals to cope with and adapt to various family and medical related situations as described in this policy.

### **PROCEDURES**

**Adoption Leave**

Grand Valley State University provides paid time off for bonding for all GVSU employees who are eligible for salary continuation/short term disability policies holding parental relationships for adoption. Please refer to the Parental Leave Policy regarding paid leave time.

**Qualifying Expenses**

Qualifying adoption expenses will be reimbursed up to a maximum of \$3,000 per child. Qualifying expenses are defined as those that are reasonable and necessary adoption fees, court costs, attorney fees, traveling expenses while away from home, and other expenses related to, and whose principal purpose is for, the legal adoption of a child.

## **Process for Applying for Benefits**

Upon formal placement of the adopted child, submit an adoption assistance claim form to Human Resources at 1090 James H. Zumberge Hall along with detailed receipts for eligible expenses. Human Resources will determine eligible expenses, the amount payable for reimbursement and will submit a request to the Payroll Office for payment. The reimbursement will be processed with the next payroll.

## **Taxation of Benefits**

The amount of tax credits and exclusions available to adopting parents vary. Since an employer's adoption assistance is not subject to income tax withholding, GVSU will not determine the extent to which the payment of reimbursement on behalf of each employee is eligible for the exclusion. However, GVSU will withhold taxes only for Social Security and Medicare.

## **Adding Dependent to Insurance**

At the time of placement, you may add your child to your benefit plans. Any additions or changes must occur within 30 days of the official placement. Contact Human Resources at 331- 2215 to add dependent.

---

# **FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY**

SLT 4.3

### **Date of Last Update:**

February 04, 2022

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Human Resources

## **POLICY STATEMENT**

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, child, 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 servicemember with a serious injury or illness if the staff member is the spouse, child, parent, or next of kin of servicemember. 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.

## **PROCEDURES**

A faculty or staff member on FMLA leave is entitled to maintain the same health benefits (such as medical, dental and vision insurance) as they had before going on leave. The faculty or staff member, however, would continue to pay their share of any applicable premiums during the leave period.

A faculty or staff member generally has a right to return to the same position or an equivalent position with equivalent pay, benefits and working condition at the conclusion of the leave.

Grand Valley State University also requires notification, as explained in this policy, from faculty and staff members who wish to take a leave under the parameters of the FMLA.

### **A. Who is eligible for FMLA?**

1. All full-time and part-time faculty or staff members who meet all of the following criteria:
  - a. Have worked at Grand Valley State University for at least 12 months.
  - b. Have worked at least 1,250 hours of service during the 12-month period before the leave.
2. Grant, contract and temporary-funded faculty or staff members may be eligible for benefits under the FMLA during the term of their grant, contract or funding. The provisions of the FMLA do not continue past the date the funding or contract expires.

### **B. Notification Requirements**

1. In order to receive leave under the FMLA, the faculty or staff member must notify their supervisor and Human Resources of the need for leave. When possible, this should be a minimum of 30 calendar days prior to the date the leave will begin.
2. If the faculty or staff member is unable to provide 30 days advance notice (such as a medical emergency) the faculty or staff member must notify their supervisor and Human

Resources as soon as possible.

3. Failure to provide advance notice (when determined it was possible to do so) may result in delaying approval of the FMLA leave.

### **C. Faculty/Staff Job Rights**

1. Subject to the specific limitations contained in this Policy, eligible faculty or staff members may take a total of up to 12 weeks of FMLA leave during a 12- month period.

2. The faculty or staff member will be returned to their position or equivalent position at the end of the FMLA leave, provided: the grant/contract/term of employment did not expire during the leave, or the University is still offering those services previously performed by the faculty or staff member at the time the faculty or staff member is ready to return to work, or the faculty or staff member's position was not eliminated due to a business or economic reason.

3. If a faculty or staff member is requesting an intermittent or reduced schedule leave, the University has the right to transfer the faculty or staff to another position during the time period of such leave. However, such a temporary transfer would be to a similarly situated and similarly classified position. The faculty or staff member's salary, benefits, etc. would not be negatively affected.

4. If a faculty or staff member does not return to work after the FMLA leave is over and they do not apply for and receive approval for another University leave, they will be considered to have voluntarily resigned employment with the University.

5. The University will not discharge or discriminate against, or otherwise interfere with, restrain or deny a faculty or staff member from exercising rights under the FMLA.

### **D. Time Period**

1. For purposes of the FMLA, the 12-month period will be a "rolling" 12-month "look back" period based on the faculty or staff member's use of the FMLA leave during the previous 12 months. Therefore, an employee will not be entitled to more than 12 weeks of FMLA leave during any 12-month period.

2. A faculty or staff member requesting a FMLA leave may be required to use available accrued vacation for all or part of the leave. If they do not have enough accrued vacation to cover the leave period they may use a combination of vacation and unpaid leave.

3. University policies on leaves of absences, sick leave, salary continuation etc., will run concurrently with the provisions of the FMLA when applicable. Additional paid or unpaid leave may be considered, consistent with other University approved leave of absence policies.

## **E. Faculty/Staff Member Benefits**

1. The faculty or staff member on FMLA leave will continue to receive University provided medical and dental insurance as though they were working. Such benefits will continue whether the leave is paid or unpaid. If a premium is required, provision to pay the premium during an unpaid leave must be arranged by the faculty or staff member by contacting the Human Resources Office. The same procedure will be followed for collecting premiums under an unpaid FMLA leave as is done for other unpaid leaves. Failure to make required payments will result in loss of coverage, or in an obligation to repay the University if it elects to advance moneys to keep the coverage in affect. If the leave is paid, any required premium will continue to be deducted from the faculty or staff member's paycheck, as is the customary manner.
2. If a faculty or staff member does not return from the FMLA leave, they may be required to repay the University for the cost of benefits received while they were on leave.
3. If the faculty or staff member does not return from leave, they may continue their medical and dental coverage by paying all required premiums under the COBRA provisions.

## **F. Intermittent and/or Reduced Schedule Leaves**

1. Faculty or staff members may request and be granted intermittent/reduced schedule leave in the case of a serious illness of themselves, their parent, spouse or child if there is a medical necessity, or for the birth of a child, adoption or foster care in collaboration with approval of the supervisor, and if the leave needs can be best accommodated through such a leave.
2. Intermittent/reduced schedule leave must be scheduled whenever possible at least ten (10) days in advance.
3. Intermittent/reduced schedule leave must be taken in 15-minute increments.
4. Intermittent/reduced schedule leave is counted toward the 12 week maximum FMLA leave which can be used during a 12-month period.
5. Intermittent/reduced schedule leaves, unless otherwise noted, are subject to the appropriate general provisions of this policy.
6. The faculty or staff member is required to schedule intermittent leave, when possible, so not to unduly interfere with the department's operations.
7. If the faculty or staff member was temporarily transferred to another position during their intermittent or reduced schedule leave, the employee must give the University ten (10) days notice of the ability to end the leave and return to their former position or an equivalent position.



## **G. Conditions and Procedures for Birth and Adoption (Family Leave)**

An eligible faculty or staff member is entitled to take up to 12 consecutive weeks off for family leave for the birth of their newborn child, for the legal adoption of their child: or, to accept foster care placement of a child. The following conditions apply:

1. The 12 weeks of leave is typically taken consecutively and must be within the first 12 months after the birth or adoption. Intermittent or reduced schedule leaves may be considered and will be done in collaboration and with the approval of the supervisor and Human Resources.
2. Each employee is entitled to 12 weeks except if both spouses work for Grand Valley State University. In that case, the total number of bonding weeks taken between the two faculty or staff members cannot exceed 12. This does not include the personal medical recovery period for a birth parent. Leave time must be taken concurrently, unless otherwise approved by the University.
3. The medical recovery period for the birth of a baby will be considered as a medical leave, and be counted towards the 12 weeks of FMLA. This bonding period must be taken within the first 12 months following the baby's birth. The bonding period will also be counted toward the 12 weeks of FMLA.
4. The faculty or staff member requesting family leave for birth/adoption (other than under the provisions of Income Protection) may use available accrued vacation time, unpaid leave or a combination of paid and unpaid leave as part of the FMLA leave, or the University may require the faculty or staff member to substitute available paid leave for FMLA leave. If the employee does not have enough paid benefit time to cover the leave, they will go on an unpaid leave.
5. Verification of adoption, birth of a child of foster placement may be requested.

## **H. Procedures on Serious Health Condition of Family Member**

An eligible faculty or staff member is entitled to take up to 12 weeks off from work to care for a spouse, parent or child with a serious health condition.

1. A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
2. The "need to care for" a family member includes both physical and psychological care when the family member is unable to care for their own basic medical hygienic or nutritional needs or safety, or is unable to transport themselves to the doctor, etc. It also includes time needed to make arrangements for changes in care, such as transfer to a nursing home.

3. A "child" includes a biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in loco parentis who is under the age of 18 or, if older than 18, is incapable of self-care because of mental or physical disability. The term "spouse" means husband or wife. "Parent" is the person who acted as a parent when the faculty or staff member was a child but does not include mother-in-law or father-in-law.

4. The leave may be taken intermittently or on a reduced schedule but the total amount of time off cannot exceed 12 weeks of the faculty or staff member's normal hours worked.

Example: Full-time faculty or staff member: 40 hours/week X 12 weeks = 480 hours

Part-time faculty or staff member: 20 hours/week X 12 weeks = 240 hours

5. Only in cases where both parents are university employees and one must stay home to take care of the other who is seriously ill, or where there is a serious illness of a child that is so serious as to require a parent to stay with the child, can each parent take 12 weeks off

#### **I. Procedures on Faculty/Staff Member's Own Serious Health Condition**

An eligible faculty or staff member is entitled to take up to 12 weeks off from work due to their own serious health condition, which prevents them from being able to perform the functions of their position.

1. A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

#### **J. Military Family Leave**

1. An eligible faculty or staff member is entitled to take up to 12 weeks off from work 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.

2. Qualifying exigencies may include attending certain military events, arranging for an alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

3. The University will provide eligible employees up to 26 weeks of leave during a single (one time only) 12-month period to care for a covered service member (spouse, son, daughter, parent, or next of kin). Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

a. A "covered servicemember" means:

i. A member of the Armed Forces (including the National Guard or Reserves) who is

undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

ii. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first day the eligible employee take FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy of a serious injury or illness.

b. The term "serious injury or illness" means:

i. In the case of a member of the Armed Forces, means an injury or illness that was incurred (or aggravated) by the member in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

ii. In the case of a veteran who was a member of the Armed Forces at any time during a period when the person was a covered servicemember, means a qualifying injury or illness that was incurred (or aggravated) by the member in the line of duty and that manifested itself before or after the member became a veteran.

#### **K. Certification of Need for FMLA Leave**

1. Initial Certification - Grand Valley may require certification from the faculty or staff member's health care provider for the following reasons: to verify that the faculty or staff member is needed to care for the family member, or the faculty or staff member is not able to perform their job duties. The University reserves the right to ask for a second opinion by a health care provider chosen by the University. Such an opinion will be paid for by the University. If the University requests a third opinion, that opinion will be final and binding. If the second opinion and the original opinion conflict, the University will pay for a third opinion. The University and the faculty or staff member will work together to reach agreement on whom to use for the third opinion. All certification must be provided to the University within 15 calendar days of the University's request, if practical. The third opinion will be final and binding.

2. Continuing Certification - Each 30 days, the University may request verification of the need to continue the leave. Failure to provide such requested documentation in a 15-day period may result in termination of FMLA leave.

3. A "health care provider" may include, for example, a licensed doctor of medicine or osteopathy, dentist, clinical psychologist, and other health care providers authorized under the Family Medical Leave Act.

4. When the faculty or staff member is ready to return from their leave, they may be required to submit medical verification (if applicable) of their ability to return to work.

## **L. Questions and Policy Interpretation**

1. The Human Resources Office is responsible for implementing and coordinating the provisions of the FMLA for the campus. Questions may be directed to the Human Resources Office, extension X12215.

2. If there are any conflicts between the University policy and provisions of the Federal Act, the provisions of the Federal Act will supersede, with the exception of situations where University policy, handbooks or contracts provide benefits greater than the act. The Federal Act and the Federal regulations will be used to resolve issues that arise.

For additional information and documents for next steps visit the [Time Off & Leaves website](#).

---

## **MILITARY LEAVE OF ABSENCE POLICY FOR FACULTY STAFF**

SLT 4.5

### **Date of Last Update:**

February 04, 2022

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Human Resources

## **POLICY STATEMENT**

Grand Valley State University faculty and staff members in the Armed Forces, Reserves, National Guard, or other “uniformed services” who are called to active duty will be granted an unpaid leave of absence and reinstatement privileges as prescribed by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

“Uniformed services” includes: active duty, active duty for training, active duty for special work, weekend or weekday drill, funeral honors, or fitness for duty examination (whether voluntary or involuntary).

## **PROCEDURES**

Military leave is available to all full and part-time faculty and staff of the University, including

probationary staff members.

### **A. Military Duty Pay**

A regular faculty or staff member who loses time from work during their regular schedule of hours because of military training as a reservist or National Guardsman or due to a civil disturbance, not exceeding four (4) weeks per year, shall be paid the difference between their base military pay and their regular pay. Adjunct faculty and temporary staff members are not eligible for military duty pay.

### **B. Benefits**

The University will continue to provide health insurance for benefit eligible faculty and staff members, as well as their enrolled dependents, who are on duty less than thirty (30) days. Faculty and staff members serving for more than thirty 30 days may elect to continue health insurance coverage for themselves and any enrolled dependents through COBRA.

### **C. Leave Period**

Faculty and staff members are entitled to an unpaid military leave of absence, with reemployment rights, for a period up to five years. The five years is a cumulative total and includes both past and present military service. Military leave for adjunct faculty and temporary staff will not extend beyond the appointment end date.

### **D. Reinstatement Requirements**

Regular faculty and staff members have the right to be reemployed at the University following a military leave of absence as long they meet the following reinstatement requirements.

1. The faculty or staff member ensures that Human Resources or the applicable appointing officer receives advance written or verbal notice of your service.
2. The faculty or staff member has five (5) years or less of cumulative service in the uniformed services while employed at the University.
3. The faculty or staff member returns to work or applies for reemployment in a timely manner after conclusion of service, and
4. The faculty or staff member has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Military leaves of absences for temporary staff and adjunct faculty will not extend beyond the appointment end date.

If eligible to be reemployed, a faculty or staff member has the right to be restored to the

job and benefits they would have attained if they had not been absent due to military service or, in some cases, a comparable job. The faculty or staff member's seniority would also be restored to the level they would have attained if they have been on duty at the University continuously.

### **Questions and Policy Interpretation**

The Human Resources Office is responsible for implementing and coordinating the provisions of the Military Leave of Absence Policy for the University. Questions may be directed to the Human Resources Office at (616) 331-2215.

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

---

## **PARENTAL LEAVE FOR BIRTH PARENT AND NON-BIRTH PARENT**

SLT 4.7

### **Date of Last Update:**

December 14, 2021

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Human Resources

## **POLICY STATEMENT**

In order to support employees as they balance family, academic, and professional responsibilities, the University provides paid time off for birth parents and non-birth parents to support the physical recovery of childbirth and provide bonding time with children new to the family.

- The [Family and Medical Leave Act \(FMLA\) policy](#) provides access to 12 weeks of unpaid leave.
- The Parental Leave policy runs concurrently with FMLA leave and provides up to 6 weeks of paid leave. Parental leave must be taken within the first 12 months after birth,

adoption or placement of a child for foster care.

- Birth parents are eligible for up to 6-8 weeks of paid medical leave for physical recovery immediately following childbirth.
- All parents, including birth parents, are eligible for up to 6 weeks of paid time off to bond with a newborn, newly adopted, or newly fostered child. This applies to all GVSU employees who are eligible for salary continuation/short term disability and who hold parental relationships including birth, foster, adoption and non-birth parent. For birth parents, paid time off for bonding is to immediately follow medical leave for childbirth.

[SEE TABLE](#)

Under the Pregnancy Discrimination Act (PDA), a pregnancy will be treated the same as any other “disability”.

Any splitting of paid leave time requires the approval of the employee’s supervisor and appointing officer. Otherwise, it is understood the leave will be taken for a single, continuous period. Board approved holidays falling during the Parental Leave period will be counted toward the 6-week allotment. The holiday will not be counted against the FMLA entitlement. Aligning additional paid leaves immediately following FMLA or bonding period (leave stacking) is not permitted. Multiple births (e.g., twins, triplets, etc.), and multiple children adopted, fostered or assigned guardianship simultaneously are considered one event.

A parental leave request should be submitted as soon as possible. When possible, the request should be submitted at least 30 calendar days prior to the date the leave will begin.

–

## TABLES

### Leave Eligibility Table

	Medical (Childbirth) Leave	Parental Leave	FMLA Leave
What is it?	Medical recovery for a parent who gives birth	Non-medical necessary leave to bond with a new child	Entitles eligible employees to take unpaid, job-protected leave for specified family and

medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Who is eligible?	Parent who gives birth	All parents (including parent who gives birth) and legal guardians of children	All parents (including parent who gives birth) and legal guardians of children
How long is the leave?	6-8 weeks (paid)	Up to 6 weeks (paid)	Up to 12 weeks (unpaid; if paid medical or parental leave is taken, it will run concurrently with FMLA leave)
When is the leave available to use?	Immediately following childbirth for personal medical recovery	Within 12 months of the birth or placement for adoption, foster care, or legal guardianship	Within 12 months of the birth or placement for adoption, foster care, or legal guardianship

## PHASED RETIREMENTS



**Date of Last Update:**

May 06, 2022

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Human Resources

**POLICY****Discussion**

A phased retirement is when an employee reduces their workload and compensation during their final years of GVSU employment. An example would be a full-time employee shifts to half-time at half of the previous compensation for a year before retiring. The employee does not enter retired status until the end of the phased retirement.

**Limitations**

Phased retirements are at the sole discretion of the executive offer. There is no entitlement or expectation for the individual.

Phased retirements are not available for bargaining unit employees.

Phased retirements are limited to 2 years.

EO's must sign off on a comprehensive plan detailing how the work will be distributed (current state vs. future state), and how the cost will be absorbed. This plan will be provided to HR and budget office.

There can be no full-time FTE growth attributable to the phased retirement.

No additional funding will be provided to support the phased retirement, all adjustments must come from base resources through prioritization and reallocation. Salary savings from the reduced workload of the employee on the phased retirement may be reallocated to hire temporary, adjunct or other non-benefit employees if needed. Visiting professors (with benefits) may be hired for the term of the phased retirement provided total compensation (including benefits) is covered by the salary savings of the person on phased retirement.

Divisional reserves cannot be used to support phased retirement workload distribution plans. Exceptions may be considered for critical AP staff where a new hire is required to work full-time during a limited transition period while the retiring staff member overlaps to pass off

organizational knowledge and key duties. The maximum phased retirement time period for critical AP positions and use of reserves in this instance shall not exceed six months.

Phased retirements and sabbaticals cannot happen simultaneously.

Phased retirements cannot start until after one year after a sabbatical has ended.

---