Benefits & Human Resources

REGULAR FACULTY PROCEDURES FOR THE AWARDING OF SABBATICAL LEAVE

BOT 4.2.25

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.2.25 Procedures for the Awarding of Sabbatical Leave

A sabbatical is defined as a period of release to provide an opportunity for the faculty member to learn, develop or enhance understanding or skills that will improve the applicant's teaching, scholarly/creative and/or professional competence beyond their normal workload (as described in Section 3). Sabbaticals are a part of the University's responsibility in relation to faculty growth and development. Such leaves contribute to the accomplishment of these ends by enabling the faculty to undertake specific, planned activities involving study, research, or creative work of mutual benefit to the applicant and to the University. The providing of resources necessary for sabbatical leaves is a high priority for the University.

The Provost shall be responsible for the approval of the sabbatical leave review process subject to this Section 4.2.25. The Provost will review recommended sabbatical proposals and will issue a written decision normally by January 31. The Provost forwards decisions to the President and informs Deans. The Provost will inform the Board of Trustees of the titles and authors of approved proposals.

1. **Eligibility.** By March 15 each year, the Human Resources Office will provide the academic deans with the names of the faculty members eligible to apply at the beginning of the Fall semester. The deans then send a notice to each eligible person as a reminder, offering assistance in refining plans and indicating sources of

relevant information. If a Fulbright or other comparable competitive scholarly grant is being sought separate from a sabbatical leave, the faculty member must ensure that the grant award will not be made for the year prior to a sabbatical nor the year immediately following a sabbatical (as specified in Section 2.30.4.C.).

Subject to the provisions listed below (Section 9), sabbatical leave may be granted after six years of service. Such leave may not be awarded to the same person more than once in seven years and leave time shall not be cumulative. Up to two years of service prior to serving in a tenure track faculty position at the rank of instructor or above, or its equivalent, at the University or other accredited institutions of higher education may count toward fulfillment of the eligibility period. Only tenured University faculty members are eligible to receive a sabbatical.

In computing consecutive years of service for the purpose of establishing eligibility, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absence other than vacation leave and sick leave will not ordinarily be included but shall not be deemed an interruption of otherwise consecutive service.

If a current full-time faculty member previously served part time, then their sabbatical will be delayed until the equivalent of six years of full-time service has been accrued. A part-time regular faculty member is eligible for a sabbatical after six years of service at or above their current appointment rate; a part-time regular faculty member will receive their current appointment rate while on sabbatical. In the case of the faculty member on leave from a faculty position to hold an administrative position at the University, the provisions of Section 2.11 apply.

2. Remuneration.

Faculty shall receive full salary when on leave one academic semester and fifty percent of base salary when on leave two academic semesters (or up to three academic semesters for faculty on a 12-month appointment). Applicants for sabbatical leave must specify other salaries, grants, fellowships, or financial support they expect to receive (or do receive) during the period of the leave. The combined incomes from such sources and the sabbatical grant shall not exceed the faculty member's normal salary plus expenses incurred because of the sabbatical leave. The recipient is expected to return to a regular appointment with the University for at least one academic year (or twelve months in the case of faculty on twelve-month appointments) after the sabbatical period.

3. Objectives.

The scope of the sabbatical project should require the faculty member to have one or two (or three in the case of faculty with 12-month contracts) semesters of continuous release from normal teaching and service responsibilities. The sabbatical project should not be accomplishable in shorter intervals with other forms of assistance available. A request for sabbatical leave must be accompanied by a well-developed proposal for use of the leave time. The proposal shall conform to one or more of the objectives listed below:

1. Promise of a significant contribution to a new or existing subject under study or problem undertaken.

2. Expansion of skills that deepens or extends the applicant's professional capabilities related to teaching (or for librarians, professional effectiveness), research, or creative activity.

3. A planned effort to retrain professionally, in a manner appropriate to the applicant's discipline and the unit's and university's needs.

4. Inadequate Funding.

In the event that the University anticipates that the number of recommended sabbaticals requires funds greater than the amount available for support, the Provost will communicate with faculty governance and shall follow a process determined by the Provost to select proposals for funding.

Applicants who are not awarded sabbaticals because of inadequate funding should reapply to be reviewed the following year.

5. Staffing Problems.

The decision not to award a sabbatical because of staffing problems will be made by the Provost after review of the Dean's recommendation of inadequate staffing concerns. Applicants who are not awarded sabbaticals because of staffing problems will receive a written explanation from the Dean. If an applicant's recommended sabbatical is delayed because of staffing problems, the applicant will be given priority for the following year, assuming the applicant's proposal has been recommended and approved by the Provost. A faculty member whose sabbatical is delayed because of staffing problems will not be required to wait an additional 6 years from the later date before becoming eligible to apply for another sabbatical, but will be eligible to apply 6 years from the previous eligibility year.

6. Delayed Sabbatical.

An applicant whose sabbatical was awarded but must be delayed for reasons other than staffing problems, as approved by the Provost, will not have to resubmit their proposal for review and will automatically be recommended for a sabbatical the following year without reapplication or review of their sabbatical, provided the project has not altered (see Section 7). A faculty member whose sabbatical is delayed, as approved by the Provost, will not be required to wait an additional 6 years from the later date before becoming eligible to apply for another sabbatical, but will be eligible to apply 6 years from the delayed eligibility year of the delayed sabbatical. An applicant whose sabbatical was awarded but has not been approved for delay by the Provost, must reapply for sabbatical.

7. Alteration of Project.

If a faculty member finds it necessary to alter the original project approved for the sabbatical leave by the Provost, then three months *before* the sabbatical would have commenced the faculty member must submit a revised proposal to their College Dean. This deadline may be waived in unusual circumstances by the Dean. If the Dean supports the revised proposal, the Dean will recommend the revised proposal to the Provost for review and a decision. If the proposed alteration is judged to significantly change or weaken the spirit of the original proposal, then the Provost shall decide that the proposed alteration is not accepted. In this event, the faculty member can either fulfill the original approved sabbatical or cancel the project. In the event that an alteration is proposed after the sabbatical has already commenced, the Dean will recommend a course of action to the Provost. Depending on the nature and the extent of the alteration, the University may take action as it deems appropriate, including repayment to the University for time spent on sabbatical.

8. Cancellation of Project.

If a faculty member decides not to take a sabbatical leave which has been approved by the Provost, then the faculty member must inform the Dean of the appointing unit at least three months before the sabbatical would have commenced. The Dean shall inform the Provost of the cancellation. If the faculty member cancels a sabbatical leave less than three months before the start of the leave, the Dean shall be free to deny the request. This deadline may be waived in unusual circumstances. The faculty member who cancels will be eligible to apply for sabbatical the following year.

9. Final Report and Dissemination.

Each faculty member returning from sabbatical leave shall prepare a final report of the sabbatical activities and accomplishments in accordance with the guidelines on the sabbatical website. The faculty member must submit the report electronically via the sabbatical website. This final report shall be filed no later than the end of the first semester after return to campus and shall include an account of the financial remuneration received during the sabbatical leave. The Provost will review the final report. If the Provost does not approve the final report as submitted, the faculty member may revise and resubmit it. The Provost will notify the faculty member, the Dean, and the Human Resources Office whether or not the final report has been approved. Eligibility for the next sabbatical leave shall be calculated from the academic year in which the Provost approves the final report.

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 Accomodation

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 of 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 of 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.

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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

EARNED SICK TIME POLICY

SLT 4.8

Date of Last Update:

April 03, 2025

Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

POLICY STATEMENT

I. Policy Statement

This policy describes the accrual and use of sick time for all non-union contract employees of Grand Valley State University. Effective February 21, 2025, to ensure compliance with Michigan law while maintaining employee flexibility in utilizing salary continuation, all non-union contract employees who work 30 or more hours in a calendar year, will accrue and have permissive use of sick time as outlined in this policy.

PROCEDURES

II. Definitions

Employee: individuals engaged in service to Grand Valley State University, doing the business of Grand Valley State University, working in the state of Michigan, excluding Exempt Employees as identified below:

Exempt Employees: independent contractors, unpaid interns, unpaid trainees, and standardized patients. Exempt employees include those who schedule their own working hours and are not penalized if they do not schedule a minimum number of working hours.

Temporary Employees: individuals engaged in service to Grand Valley State University on a periodic basis including one-time employees, seasonal employees, adjunct EAP employees, and full-time visiting faculty or any other individual designated as a temporary employee by Human Resources at the time of hire.

Part Time Employees: individuals engaged in service to Grand Valley State University on a part time basis, working 29 hours per week or less, including part-time faculty.

Campus Security: individuals engaged in service to Grand Valley State University as security professionals who are not members of a union.

Adjunct Faculty: faculty engaged in service to the University in adjunct instructor, senior adjunct instructor, adjunct librarian, and senior adjunct librarian roles.

EAP: full time executive, administrative, and professional staff employed by Grand Valley State University.

Student Employees: A student who is pursuing a degree at Grand Valley State University while also being engaged in service to the University, including graduate assistants.

Preventative Medical Care: routine wellness checks and health screenings, such as yearly physicals, yearly eye appointments and regularly scheduled dental visits.

Domestic Violence: the occurrence of any of the following acts by an individual that is not an act of self-defense: (i) Causing or attempting to cause physical or mental harm to a family or household member. (ii) Placing a family or household member in fear of physical or mental harm (iii) Causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress. (iv) Engaging in activity toward a family or household member that would cause a reasonable individual to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Sexual Assault: any act that constitutes criminal sexual assault under the laws of the State of Michigan.

Earned Sick Time: paid time away from work allotted for specific purposes and with specific limitations as outlined in this policy. Earned sick time is distinct and separate from other offered disability benefits such as salary continuation, short-term disability and long-term disability.

Self-Scheduled Workers: those individuals hired to engage in service for the University who schedule their own working hours, including individuals identified as Self-Scheduled Workers by HR at the time of hire.

III. Employee Designations

Category 1: Student Employees and Temporary Employees.

Category 2: Executive, Administrative and Professional Staff (“EAP”) Continuous Appointment Staff and Employment Contract EAP Staff.

Category 3: Non-Tenure Track Faculty.

Category 4: Regular Faculty.

Category 5: Campus Security Staff.

Category 6: Adjunct Executive, Administrative and Professional Staff.

Category 7: Part Time Employees

IV. Earned Sick Time Accrual

All employees are entitled to the accrual of earned sick time as follows:

A. Accrual

Category 1. All student employees, including graduate assistants and all temporary employees working 30 hours or more in the calendar year, will accrue 1 hour of paid sick time for every 30 hours worked.

Category 2. For Continuous Appointment EAP and Employment Contract EAP, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement unless otherwise requested.

Category 3. Non-Tenure Track Faculty.

a. For Affiliate Faculty, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement, unless otherwise requested.

b. Part Time Faculty, Visiting Faculty and Adjunct Faculty, as defined, working 30 hours or more in the calendar year, will accrue 1 hour of paid sick time for every 30 hours worked.

Category 4. For Regular Faculty, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement, unless otherwise requested.

Category 5. For Non-Union Contract Campus Security, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement unless otherwise requested.

Category 6. Adjunct EAP working 30 hours or more in the calendar year, will accrue 1 hour of paid sick time for every 30 hours worked.

Category 7. Part Time Employees, as defined, will accrue 1 hour of paid sick time for every 30 hours worked.

V. Earned Sick Time Use

All employees are eligible to use up to 72 hours of their earned sick time in a calendar year, subject to the terms of use outlined below.

A. Timing of Use.

Category 1 Employees. Sick time may be used as it is earned.

Category 2 Employees. Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

Category 3 Employees.

a. Affiliate Faculty: Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

b. Part Time Faculty, Visiting Faculty and Adjunct Faculty, as defined: Sick time may be used as it is earned.

Category 4 and 5 Employees. Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

Category 6 and 7 Employees. Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

B. Approval of Use.

Approval for the use of accrued sick time is the responsibility of each supervisor or unit head, subject to the following conditions:

1. **Purpose*:*** Earned sick time may only be used for the following purposes:

- The employee is sick or engaging in preventative medical care as defined.
- The employee is assisting a family member who is sick or engaging in preventative medical care;
- The employee is seeking, or assisting their family member in seeking services related to being a victim of domestic violence or sexual assault (as defined), including medical care, victim services, legal services, relocation or legal proceedings;
- The employee attending meetings at their child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child;
- The employee remaining home due to closure of employee's primary workplace because of a public health emergency, the closure of their child's school or daycare because of a public health emergency, or because the employee or their family member are being quarantined by health authorities or their healthcare provider due to exposure to a communicable disease.

GVSU will not permit the use of earned sick time for any other purpose. Any misrepresentation of the purpose for the use of sick time by an employee is prohibited.

2. **Notice.** Employees must provide 7 days' notice of anticipated use of earned sick time.

C. Termination of Employment

Employees with unused earned sick time terminating their employment will not be eligible for payout of their accrued earned sick time.

D. Carryover

Up to 72 hours of unused earned sick time will be carried from one calendar year into the next for employees who accrue earned sick time based on hours worked. Therefore, individuals with salary continuation are not entitled to carryover.

E. Transfer

Transfer of accrued earned sick time from one employee's bank to another is prohibited.

F. Tracking

All employees must request the use of earned sick time by tracking hours taken within Workday.

VI. Retaliation & Interference Prohibited

Adverse action taken by a supervisor, unit head, or other person in a position of authority, as a result of the use of earned sick time is strictly prohibited and will subject the actor to disciplinary proceedings under the appropriate University policy.

Any interference with an employee's rights to use earned sick time under the policy by any person is strictly prohibited and will subject the actor to disciplinary proceedings under the appropriate University policy.

VII. Record Retention

Records of earned and used sick time and hours worked will be retained for 3 years. Any reasonable documentation provided in compliance with this policy will also be retained for 3 years.

PHASED RETIREMENTS

SLT 9.9

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.