



SAINT LOUIS UNIVERSITY

FACULTY CHILDCARE LEAVE POLICY

Effective Date: May 1, 2019

Responsible University Office: Vice President Human Resources

1.0 INTRODUCTION

In keeping with its Jesuit mission, Saint Louis University recognizes that employees may need to balance work obligations while expanding and caring for families. The Faculty Childcare Leave policy provides eligible faculty members with paid leave time to care for and bond with a new child.

2.0 PURPOSE

Saint Louis University provides paid parental leave to eligible faculty members to allow time off for parents to bond with a new child following the birth, or adoption, of a child.

3.0 PERSONNEL AFFECTED

This policy applies to all full-time Saint Louis University faculty members (nine-month contracts or longer), except for faculty members in a collective bargaining unit and faculty members of the University's Madrid Campus.

4.0 DEFINITIONS

Child: For purposes of this policy only, a child is defined as a child under twelve (12) months of age for birth and 17 years or younger for adoption.

5.0 POLICY

5.1 Faculty Childcare Leave Policy Applicable to Faculty Members on Twelve-Month Appointments.

5.1.1 A faculty member who gives birth to a Child will be entitled to a six (6) week disability period immediately following the birth of a Child (hereinafter referred to as the "Childbirth Recovery Leave"). The faculty member shall be relieved from University duties (including teaching, patient care, research, advising, and committee work) and receive full salary and benefits during the Childbirth Recovery Leave. The faculty member may also request the use of Childbirth Recovery Leave preceding the birth of a Child in circumstances where the faculty member is eligible to take Family and Medical Leave due to a pre-birth medical condition. However, in no circumstance will a faculty member be eligible to take more than six (6) weeks of Childbirth Recovery Leave.

5.1.2 Faculty members who have completed one year of continuous full-time service prior to the birth or adoption of a Child can take up to six (6) weeks of paid parental leave during the six (6) weeks immediately following the birth or adoption of the Child (hereinafter referred to as the “Parental Leave”). The faculty member shall be relieved from University duties (including teaching, patient care, research, advising, and committee work) and receive full salary and benefits during the Parental Leave.

5.1.3 A faculty member who is eligible for the Childbirth Recovery Leave may take the Parental Leave referred to in section 5.1.2 immediately following the Childbirth Recovery Leave.

5.1.4 Faculty members who are eligible to receive vacation pay pursuant to their faculty contract may use vacation days to receive pay during FMLA related absences after the faculty member has exhausted Parental Leave.

5.2 Faculty Childcare Leave Policy Applicable to Faculty Members on Appointments of Less Than Twelve Months.

5.2.1 A faculty member who gives birth to a Child during the period they are under contract will be entitled to a six (6) week disability period immediately following the birth of a Child during the period they are under contract (hereinafter referred to as the “Childbirth Recovery Leave”). The faculty member shall be relieved from University duties (including teaching, patient care, research, advising, and committee work) and receive full salary and benefits during the Childbirth Recovery Leave. A faculty member will not be eligible to utilize the Childbirth Recovery Leave during any period they are not under contract. The faculty member may also request the use of Childbirth Recovery Leave preceding the birth of a Child in circumstances where the faculty member is eligible to take Family and Medical Leave due to a pre-birth medical condition. However, in no circumstance will a faculty member be eligible to take more than six (6) weeks of Childbirth Recovery Leave.

5.2.2 Faculty members who have completed one year of continuous full-time service prior to the birth or adoption of a Child can take up to six (6) weeks of paid parental leave during the six (6) weeks immediately following the birth or adoption of the Child (hereinafter referred to as the “Parental Leave”). The faculty member shall be relieved from University duties (including teaching, patient care, research, advising, and committee work) and receive full salary and benefits during the Parental Leave. In the event the birth or adoption of the faculty member’s Child occurs outside of their contract period or immediately prior to the end of their contract period, the faculty member may begin or resume their Parental Leave at the beginning of the next academic term.

5.2.3 A faculty member who is eligible for the Childbirth Recovery Leave may take the Parental Leave referred to in section 5.1.2 immediately following the Childbirth Recovery Leave.

5.2.4 Faculty members who have completed two years of continuous full-time service prior to the birth or adoption of a Child, and who are not eligible to receive vacation with pay as outlined in the Faculty Manual, may apply to the Provost’s office for an extension of paid leave of up to four (4) weeks to cover any part of their twelve (12) weeks of eligible FMLA leave that is not covered by the Childbirth Recovery Leave or Parental Leave outlined above (hereinafter referred to as the “Extended Parental Leave”). Extended Parental Leave must (1) be taken immediately following the use of Parental Leave; (2) run concurrently with FMLA eligible leave (in the event the faculty member has exhausted their FMLA eligibility they will not be eligible for Extended Parental Leave); and (3) the combination of Childbirth Recovery Leave, Parental Leave and Extended Parental Leave may not exceed twelve (12) weeks of paid leave following the birth or adoption of a Child.

5.3 Faculty Childcare Leave Policy Applicable to Faculty Members with Clinical Appointments in SLUCare Physician Practice

5.3.1 Following childbirth or adoption, a faculty member who will be the Child's primary caregiver during the leave period will receive full salary and benefits during a period of relief from University duties (including teaching, patient care, research, advising, and committee work) of six weeks (hereinafter referred to as "SLUCare Parental Leave"). Ordinarily, a Child's birth mother will be designated the primary caregiver. In cases of adoption, or in other cases where the birth mother is not functioning as the primary caregiver, a spouse or domestic partner may be so designated. Unless an alternative designation is made, the birth parent or mother, in the case of adoption, is deemed the primary caregiver) the faculty member may elect to extend the leave as an unpaid leave under the Family and Medical Leave Act (FMLA). In unusual circumstances, the faculty member's Dean or comparable administrator may extend the paid-leave period.

5.3.2 Faculty members with clinical appointments within the SLUCare physician practice may use eligible vacation pay to receive pay during their use of eligible FMLA covered absences following the birth or adoption of a Child.

5.3.3 The leave described in section 5.3 is the sole source of paid leave available to faculty members with clinical appointments within the SLUCare physician practice following the birth of a Child.

5.4 Childbirth Recovery Leave, Parental Leave and Extended Parental Leave Shall Run Concurrent with Family and Medical Leave

5.4.1 Faculty must apply for and use Family and Medical Leave pursuant to the University's FMLA policy concurrently with their use of Childbirth Recovery Leave, Parental Leave and Extended Parental Leave.

5.4.2 Once a faculty member has exhausted their leave available under the FMLA, they will no longer be eligible to utilize leave pursuant to the Childbirth Recovery Leave, Parental Leave or Extended Parental Leave policies. These leave policies are intended to provide faculty members with pay during a period of FMLA eligible absences following the birth or adoption of a Child, but are not intended to provide a faculty member in excess of twelve (12) weeks of paid leave in an academic year.

5.5 A faculty member may request to delay the use of Parental Leave in consultation with the faculty member's Department Chairperson, Dean or comparable administrator. However, the decision to approve or deny a faculty member's request to alter the timing of the Parental Leave is within the sole discretion of the applicable Department Chairperson and Dean.

5.6 A faculty member who utilizes Childcare Recovery Leave in a contract year will have their Medical Leave of Absence eligibility period (as outlined in the Faculty Manual) reduced by the period of time they received Childcare Recovery Leave.

6.0 PROCEDURES

6.1 Extension for Tenure-Track Faculty Members

Upon notification to SLU Human Resources Department for utilization of Parental Leave, a tenure-track faculty member may obtain a one-year extension of the probationary period consistent with the University's *Policy on Extension of the Probationary Period that Applies to the Granting of Tenure*.

6.2 Eligibility

Saint Louis University Human Resources may request documentation of the birth or adoption of a Child in order to determine application of this policy. Faculty members are only eligible for paid parental leave once in a twelve-month period based upon the Child's birth date or adoption date.

6.3 Coordination with Faculty Manual

This policy supplements and does not replace or supersede Saint Louis University's Faculty Manual, or the rules, regulations, and policies of Saint Louis University.

6.4 Unused Paid Parental Leave

Unused Parental Leave and Extended Parental Leave expires one (1) year following the birth, or adoption of the applicable Child and is not paid out at the end of the fiscal year or upon separation from the University.

6.5 Applying for Parental Leave

When possible, faculty members must request Childbirth Recovery Leave and Parental Leave at least thirty (30) days prior to the anticipated leave start date. A faculty member who foresees the need for leave due to the birth or adoption, of a Child, must notify the faculty member's Department Chairperson and Dean as well as the University's Division of Human Resources in writing as early as possible to schedule the absence.

The faculty member must complete the FMLA application and supporting documentation in order to be eligible to receive paid Childbirth Recovery Leave, Parental Leave and Extended Parental Leave under this policy.

Human Resources or a designated third party is the contact point for paid Childbirth Recovery Leave, Parental Leave and Extended Parental Leave. Human Resources, or designated third party, will verify documents and establish the process faculty members shall use to track and report absences pursuant to this policy. Such policies and procedures can be found on the Division of Human Resources web page.

6.6 Both Parents Employed in the Same Academic Unit

When both parents are faculty members at the University, Childbirth Recovery Leave, Parental Leave and Extended Parental Leave must be coordinated with the faculty members' Department Chairperson and Dean. In this instance, both faculty members will be permitted to use available paid leave as outlined in this policy, but cannot use paid leave to be absent from work at the same time without the consent and signed approval of both faculty members' Department Chairperson(s) and Dean(s). In such instances, the paid leave may be staggered with one faculty member being allowed to use paid leave, and upon return of that faculty member to work, the other faculty member may begin their paid leave. However, the Department Chairperson and Dean shall have the right to request that one faculty member schedule their paid leave in a manner that they deem is least disruptive to the delivery of educational programming. Such request may include delaying the leave until the next academic semester. While married couples are limited to a combined twelve (12) weeks of FMLA following the birth of a Child, paid leave as outlined in this policy will be available to both parents. However, such paid leave must be coordinated with the Department Chairperson and Dean and the scheduling of such leave is subject to the final approval of the Department Chairperson and Dean.

6.7 Documentation of FMLA Eligibility Required for Childbirth Recovery Leave, Parental Leave and Extended Parental Leave

The faculty member must file with their Department Chairperson, Dean and University Human Resources, in a timely manner, a health care provider's certification providing information as to the birth, or adoption, of a Child.

The University may request subsequent re-certifications during the course of the leave in accordance with the limitations set forth in the FMLA regulations.

Records and documents relating to birth, or adoption, of the faculty member's Child will be maintained as confidential records in files separate from the usual personnel files, subject only to the limited exceptions set forth in FMLA regulations.

7.0 REFERENCES

Family and Medical Leave Act Policy (FMLA)

<https://www.slu.edu/human-resources/pdfs/policies/fmla-policy.pdf>

SLU Faculty Manual (2017)

<http://www.slu.edu/provost/policies/index.php>

Policy on Extension of the Probationary Period that Applies to the Granting of Tenure

https://www.slu.edu/provost/policies/faculty/policy_extension-of-the-probationary-period-that-applies-to-tenure.pdf