

WASHINGTON UNIVERSITY DANFORTH CAMPUS  
POLICY ON PARENTAL LEAVE FOR NON-TENURE TRACK FACULTY

1. Availability of Parental Leave: When a non-tenure track faculty member or that faculty member's spouse or domestic partner, becomes the parent of a child, either by childbirth or by placement of a child or adoption, the faculty member shall upon written request to his or her Department Chair or Dean, be granted a paid parental leave of up to twelve (12) weeks as described in section four. The request should be made as soon as reasonably possible after the need for a leave becomes known, in order to minimize the administrative burden of ensuring adequate course coverage. **Any agreement for a parental leave under this policy shall be in writing. The agreement shall include a certification by the faculty member that the purpose of the leave will be to serve as the primary caregiver for that child during the period of leave.**

For the purposes of this policy, non-tenure track faculty include academic employees with primary titles of (Senior) Lecturer, Research (Assistant/Associate) Professor, and (Assistant/Associate) Professor of the Practice.

2. Eligibility: The Family and Medical Leave Act (FMLA) provides for up to 12 weeks of unpaid time off within a 12 month period for eligible employees.

Concurrent with the provisions of FMLA, non-tenure track faculty with five (5) years of continuous, fifty percent (50%) time or more service with the University and who are appointed in Arts and Sciences, George Warren Brown School of Social Work, John M. Olin School of Business, Sam Fox School of Design & Visual Arts, School of Engineering and Applied Science, School of Law are eligible to take advantage of this parental leave benefit. Faculty with at least three (3) years of continuous, fifty percent (50%) time or more service may qualify for a shorter duration of paid leave. If a faculty member and his or her spouse or domestic partner would otherwise both be eligible for parental leave under this policy or the Washington University Danforth Campus Policy on Leave for Full-time Tenured or Tenure-Track Faculty Members, either one, but not both, may take the leave provided.

3. Timing of Leave: The parental leave provided by this Policy may be taken during the semester in which the child is born or placed for adoption, or during any subsequent semester that begins no later than six (6) months after the birth or adoption. For purposes of this policy, each semester shall run from the first day of classes to the last day of classes.
4. Salary and Benefits During Leave: Eligible non-tenure track faculty with at least five (5) years of qualifying service may be granted up to twelve (12) weeks of paid, job protected time off, in a twelve (12) month period, when either the faculty member or that faculty member's spouse or domestic partner becomes the parent of a child either by child birth or by placement of a child for adoption. Faculty with at least three years of qualifying service may be granted up to four (4) weeks of paid leave, and faculty with at least four years of qualifying service may be granted up to eight (8) weeks of paid leave.

Additional time off, beyond the provisions for paid parental leave and FMLA leave, may be requested in the form of an extended leave (e.g. for faculty who teach on a semester schedule which extends beyond 12 weeks) as appropriate, subject to approval by the dean of the school. An approved extended leave of absence would begin on the day the FMLA leave ends. The total length of time off under this policy shall not exceed six (6) months from the start of the parental leave (the start of the FMLA leave). Thus, in no case will the cumulative length of the FMLA leave and extended leave combined go beyond six months. The same release from duties and responsibilities that apply to the faculty member during the parental leave will apply to any extended portion of the leave.

Benefits will continue during the parental leave (and subsequent extended leave, if applicable), but it may be necessary to make arrangements to continue benefits payments during any additional, non-compensated period of leave. During any unpaid portion of the leave, the employee remains eligible for benefits but may not receive a salary from which monthly benefit premium payments can be withheld – therefore arrangements will have to be made with the Benefits Office to coordinate the employee’s premium payments.

5. Responsibilities During Leave: A faculty member who takes parental leave under this policy shall be relieved of his or her normal duties and responsibilities (including any teaching, research, scholarship and/or governance responsibilities) during the period of leave.
6. Agreement: Any agreement for parental leave under this policy shall be in writing. The agreement shall include certification by the faculty member that the purpose of the leave will be to serve as the primary caregiver for that child during the period of leave.
7. FMLA: The benefits afforded faculty under this policy are intended to be consistent and not in conflict with rights afforded under the FMLA. Any leave taken under this policy, to the extent that it also qualifies for FMLA leave, is intended to count as FMLA leave.

Policy effective date: July 1, 2011

Approved by: Mark S. Wright  
Chancellor

Date: 8/28/12