

POLICY FOR FACULTY LEAVES OF ABSENCE FOR REASONS OF PREGNANCY AND CHILDBIRTH

Summary: Full time faculty (regardless of tenure status) who have been employed for at least one year, will receive full salary for 8 weeks of leave provided they are certified as disabled in accordance with the NY State disability rules. Additional unpaid leave is available in accordance with the Family Medical Leave Act (FMLA).

Part time faculty and those with less than one year of service are eligible only for the equivalent of NY State disability benefits and unpaid FMLA leave.

All faculty must contact the Human resources Benefits Office to obtain instructions to apply for Short Term Disability benefits.

1. Short Term Disability Benefits (currently \$170 per week)

Eligibility: All faculty members

Benefits: Pregnant faculty may use disability benefits for the period of disability due to pregnancy or childbirth. During this period, faculty will receive a payment from the University equal to the amount awarded by New York State Disability insurance.

2. Paid Leave Supplementing Short Term Disability Benefits to equal 100% of Full Salary

Eligibility: All full time faculty members with at least one year of service with the University:

Benefits: The University will supplement the Short Term Disability Benefits during the period of disability so that payments equal 100% of base salary, up to a maximum of 8 weeks. The University will continue to pay the supplement for the maximum 8 weeks even if the period of certified disability is less than 8 weeks.

3. Unpaid FMLA leave

Eligibility: All faculty

In accordance with the Family and Medical Leave Act of 1993 (“FMLA”), faculty may take unpaid leave in addition to the paid disability leave described above, up to a combined maximum of 12 weeks of leave immediately following the birth of the child. The paid period of leave will run concurrently with FMLA leave. Because of the nature of the scheduling of semester classes, and depending on when in the semester the leave falls, it might be appropriate for the unpaid leave to exceed 12 weeks by up to 3 weeks (assuming the normal 15 week semester) in order to allow a course to be completed by the substitute instructor. Under such circumstances, the University will allow for up to 15 weeks of FMLA leave.

Benefits while on FMLA leave: During the leave, medical insurance coverage will continue under the same financial arrangement as prior to the leave. Those on unpaid leave will be expected to pay only the amount that would normally be deducted from their paycheck.

Upon completion of the leave, the faculty member will be entitled to return to his/her position held prior to the leave without a loss of service time. All benefits will resume or continue upon the faculty member's return.

Faculty must contact the Human Resources Benefits Office and their Dean with as much notice as possible, preferably at least 30 days, to make arrangements for the paid and/or unpaid leaves.

Effective 9/1/2016