

## **Faculty Parental Leave of Absence Policy**

Full-time tenured or tenure-track faculty members, as well as full-time non-tenure track faculty members (see section I.D.2 (b) of the Faculty Handbook), not including visiting or special appointments, are eligible to apply for parental leave after one year of continuous full-time employment at Clark University.

The purpose of the University's Parental Leave Policy (the "Policy") is to provide assistance in the form of relief from teaching obligations to faculty members who are the primary caregiver to their newborn, newly adopted children or children placed in foster care with a Faculty member.

For purposes of the Policy, "primary caregiver" means a full-time faculty member, regardless of sex and gender identity, who, during the leave period, spends the majority of the work week caring for a newborn, foster or newly adopted child.<sup>1</sup>

A faculty member who is the primary caregiver for their newborn or newly adopted or foster care child is entitled to paid relief from course teaching duties during the semester in which the child is to be born, adopted, or placed in their foster care or in the case of one of these circumstances occurring within the last four weeks of any semester, during the fall/spring semester immediately following the birth, adoption or fostering of a child.

During the leave semester, the primary caregiver is released from classroom teaching responsibilities. The primary caregiver should discuss any service or research responsibilities for Clark University with their Department Chair.

Full salary and benefit compensation continue for the primary caregiver during this leave.

When approved, leave under the Policy may run concurrently with the Family Medical Leave Act (FMLA), Massachusetts Parental Leave Act (MPLA) or other parental leaves available under federal and state law, depending on the timing of the leave in relation to the birth or placement of a child. Faculty should refer to Clark University's policies on FMLA, MPLA, and other federal and state leaves of absence to understand their rights and responsibilities thereunder.

To be considered for leave under this Policy, the faculty member must submit a written request to the Provost. The request should be received as early as possible prior to the start of the semester in which the leave is to be initiated.

A tenure-track faculty member who has not yet been granted tenure at Clark, and who takes leave under the Policy, may apply to the Provost for a one-year extension of the probationary period for tenure consideration. To qualify for an extension of their probationary period, the faculty member must have been granted leave under this Policy. For each leave granted under the Policy, a tenure-track faculty member who has not yet been granted tenure at Clark is eligible to apply to extend their probationary period by one academic year.

Any semester on parental leave in accordance with the Policy will not count towards accrual for paid sabbatical leaves.

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<sup>1</sup> To be clear, Clark University expects that a primary caregiver that is granted leave under the Policy will spend the majority of the work week while on leave caring for a newborn, newly adopted or fostered child and not engaging in paid employment, unless approved by the Department Chair.



**Request for Parental Leave of Absence for Faculty\***

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**A. Faculty Statement:**

Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Time off requested: \_\_\_\_\_ to \_\_\_\_\_

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. Birth, Adoption or Fostering Date:**

Anticipated date of birth or adoption: \_\_\_\_\_

**C. Provost's Approval:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to Amy Lee in the Office of Academic Affairs. Upon approval, the faculty member may work with Samantha Weaver, Director of HR, for guidance in applying for FMLA/MPLA.**