



## Procedures Paid Parental Leave for Faculty

### **Paid Parental Leave for Faculty Program Overview:**

In order to request Paid Parental Leave, a faculty member must be eligible. Eligibility is defined as being included in the United Faculty of Florida (UFF) bargaining unit or in the Faculty Pay Plan on a benefit eligible line of 0.75 FTE or greater and after one (1) academic year of service for faculty members with instructional responsibilities or one (1) calendar year of service for faculty members without instructional responsibilities.

Below is a summary of the roles and responsibilities to be fulfilled by all parties to administer the program.

### **Faculty Member Responsibilities:**

*In order to apply and qualify for Paid Parental Leave as described in the Program, a faculty member must:*

- ✓ Submit a completed [Paid Parental Leave for Faculty Request Form](#) to their immediate supervisor.
- ✓ Give as much notice as possible when he or she anticipates the use of paid parental leave to enable the department to appropriately plan for course coverage and/or workload concerns.
- ✓ Submit a notice to the department no later than three (3) months prior to the intended leave period. A shorter notice period may be allowed, on a case-by-case basis, for good cause and/or special circumstances, as determined by the faculty member's supervisor.
- ✓ Contact the Human Resources Office regarding FMLA (Family & Medical Leave Act) and the rights/obligations under FMLA and the Paid Parental Leave Program.
- ✓ Provide required supporting documentation in accordance with timelines provided by HR.

### **Immediate Supervisor Responsibilities:**

*In order to process a completed Paid Parental Leave for Faculty Request Form, an immediate supervisor will:*

- ✓ Review the faculty member's submittal to ensure the intent of the leave request and to clarify the faculty member's responsibilities as specified in the document.
- ✓ Automatically suspend their tenure clock—offering the faculty member (as described on the request form) an option to continue the tenure clock during the leave, provided that this desire be indicated on the request form and that written notice be attached to the form.
- ✓ Notify HR immediately should a faculty member on Paid Parental Leave (or a faculty member who has taken advantage of the benefit during their employment with the University) provide notice of resignation or fail to return as scheduled.
- ✓ Once the faculty member's request form is reviewed, the immediate supervisor will complete the section requesting the identification of a departmental contact and their phone number, and forward a signed copy to the College's dean or Campus' Academic Affairs Office as appropriate. Accompanying the signed request form, the immediate supervisor should include a simple explanation of contingency plans to address course offerings and interventions to alleviate workplace concerns, including rationale used in the request of replacement costs for adjunct personnel where indicated.



### **Dean's Office Responsibilities:**

- ✓ Once the request form is completed, reviewed, and approved by the Dean's Office, a copy should be forwarded to Human Resources and to the Campus Academic Office for further processing and record keeping.

### **Campus Academic Affairs Office Responsibilities:**

*Upon review of the signed request form, a representative of the Campus Academic Affairs Office will correspond with the faculty member to ensure understanding of participating in the Paid Parental Leave Program, especially as it relates to:*

- ✓ The deduction of accrued sick and annual leave (when applicable) at the end of the faculty member's employment at a hour-to-hour rate commensurate with the hours used under this Program;
- ✓ The expectation that participating faculty members will return to University employment as described on the Request Form;
- ✓ The faculty member will be expected to repay any salary paid while on Paid Parental Leave if the terms of this Program are not complied with; and
- ✓ The impact on tenure for faculty members on tenure-earning appointments with the default suspension of the tenure clock assumed, provided that written notification is not submitted with the leave request.

Once this consultation has occurred, a representative from the Campus Academic Affairs Office will submit the form to the designated authority for final signature. The Campus Academic Affairs Office representative will generate a letter for the faculty member formally designating the leave period with copies provided to Human Resources and the department for record keeping.

### **Departmental Attendance and Leave Coordinators Responsibilities:**

When a faculty member resigns, retires, or otherwise permanently terminates employment with the University, the number of hours that the faculty member has utilized for Paid Parental Leave, excluding any hours that were taken as accrued leave, shall be deducted from the total balance of accrued sick and/or annual leave that the faculty member has remaining at the time of separation from the University. This deduction shall be performed only immediately prior to calculating any payment to be made to the faculty member for unused sick and/or annual leave pursuant to the Collective Bargaining Agreement in force and University Regulations. As a component of conducting employee leave audits prior to leave payout at the end of a faculty member's employment, departmental attendance and leave coordinators will deduct hours used for Paid Parental Leave from any accrued sick and annual leave (using sick leave first). All leave audits must be conducted prior to the closing of the pay period immediately following separation.

### **Human Resources Responsibilities:**

- ✓ Provide counsel to faculty members, departmental representatives, and Deans/Chairs regarding the benefits of the Program
- ✓ Coordinate any benefits/paperwork with FMLA



- ✓ The Human Resources Consultant will enroll the faculty member into the Paid Parental Leave Plan. After the following pay cycle, the newly enrolled leave panels will be visible for applicable faculty members. The Human Resources Consultant will populate a bank of hours for tracking purposes using the following formula:

$(\text{Defined weeks of a semester})(\text{Number of Hours Regularly Worked per Week}) = \text{Populated Hours Balance}$

For example:

$(19.5 \text{ weeks})(40 \text{ hours per week}) = 780 \text{ Hours}$

Used Paid Parental Leave will be reflected in a single transaction record, rather than tracking hours used pay period-to-pay period.

### **Interaction with the Family and Medical Leave Act (FMLA) –**

When a faculty member notifies their immediate supervisor or chair of their intent to participate in the Paid Parental Leave Program, a copy of the signed request form will be provided to the Division of Human Resources to assess the faculty member's eligibility under the Family and Medical Leave Act (FMLA). If FMLA eligibility requirements are satisfied, up to twelve (12) weeks of the paid parental leave will be designated as FMLA, and tracked concurrently. In order to provide notice of leave utility for USF-Polytechnic, USF-Sarasota, or USF-Tampa campus faculty members please send copies of all applicable documentation to Human Resources (Attn: FMLA); SVC 2172. For faculty members working on the USF-St. Petersburg campus, please provide notice to the USF-St. Petersburg Human Resources Office (Attn: FMLA); BAY 206.

If the faculty member is eligible for FMLA, distinct correspondence will be provided to the requesting faculty member with a copy to their supervisor and attendance and leave coordinator. Hours will be populated into the Family and Medical Leave Act Leave Panels (FML) through the GEMS Automated Leave Tracking functionality which will trigger an automated notification e-mail to the employee and their supervisor.

### References:

- Paid Parental Leave for Faculty: Guidelines
- Paid Parental Leave for Faculty: Frequently Asked Questions
- Paid Parental Leave for Faculty: Request Form
- Paid Parental Leave for Faculty: Responsibility Mapping<sup>1</sup>

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<sup>1</sup> The Paid Parental Leave for Faculty: Responsibility Mapping is a resource built in Microsoft Visio to represent the Implementation Procedures graphically.