I. Maternity/ Paternity Leave

Each faculty member who is a primary caregiver for a new child, whether biological or adopted, and who will miss more than two weeks\(^1\) of a term for maternity/paternity leave, is guaranteed one of two options:

- one full term\(^2\) of leave at half pay with no obligation to the College; or
- one full term of leave at full pay with half obligation to the College.

Normally, the leave will be taken during the affected term for the entirety of that term. For summer births or adoptions, individuals may take the subsequent fall term as leave. Benefits and arrangements other than the minimum standard may be granted at the discretion of the Dean of the College in negotiation with the faculty member and the department chair. Options might include arrangements involving modified duties and/or course reductions with commensurate reductions in pay.

The leave is available to both men and women on the faculty. In cases in which both parents are faculty of the College, it is at the discretion of the family in question to indicate a primary caregiver.

All benefits for the individual on leave will be paid by the College in the same manner as before the leave.

Faculty members may receive a paid leave once in a 24-month period, as calculated by a “rolling” period backward from the first day a leave is used.

The tenure clock will not stop in the case of the first leave, unless the individual, in consultation with the Chair and the Dean, requests that it stop. Additional leaves will cause the tenure clock to be adjusted in accordance with the length of the leave.

II. Other Family Leave

Faculty members are entitled to a leave of absence for bereavement; personal emergency; or to provide extraordinary care for a spouse, parent, child, sibling, or other person who depends on the faculty person for care (this last at the discretion of the Dean of the College). The faculty member may arrange an absence of up to ten workdays in any given term with full pay, with the approval of and in consultation with the Chair. For absences lasting more than two weeks in any given term, and approved by the Dean and the Chair, the College will secure a paid replacement if necessary. The faculty member’s pay and benefits will be maintained for a reasonable period, keeping in mind the needs of the College, the Department, and the faculty member.

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\(^1\) A faculty member who will miss no more than two weeks may choose not to take a leave, thereby retaining full pay for the term.

\(^2\) A term is defined as follows: Fall term, Spring term, Interim. As circumstances dictate, a term might also be defined as Interim coupled with a semester.

Prepared by ad hoc Committee on Maternity and Family Leave Policy:
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