

**A. PARENTAL LEAVE POLICY**

This paid leave is provided to Tenure-line, Continuing-Appointment and benefits-eligible Visiting faculty members to care for and bond with the faculty member's new baby or minor being placed through adoption. In addition, to be eligible for the leave, the faculty member must have completed one year of continuous eligible employment prior to the beginning of the leave.

As used herein, "parent" means the mother, father or other person standing in loco parentis to the child (i.e., person who will be responsible for the child's day-to-day care and financial support.) This leave is provided regardless of an employee's sex, sexual orientation, or gender identity or expression.

Requests for leave must be made at least three months in advance of the anticipated start of the leave, or if not foreseeable to that extent, then as soon as practicable, and leave must be approved in advance by the Provost. The details of the leave (e.g., dates, additional unpaid leave if requested, arrangements for covering courses) must be worked out with the Provost as far in advance as possible. Ordinarily, leave must be taken during the semester of the child's birth/placement, or in the semester immediately following the birth or placement. The faculty member's department is responsible for arranging for replacement teaching assistance as necessary.

The College's basic policy is to provide parental leave with full pay such that the faculty member will be relieved of teaching and other duties in the semester of the birth/adoption placement or in the semester immediately following. Typically, this will be achieved by a two-course reduction in the semester in question, although arrangements may vary depending on individual facts and circumstances. Faculty will not be asked to teach more than their typical teaching load before the leave or upon returning from the leave. The Provost will work closely with the faculty member to apply the provisions of this policy in an equitable and appropriate manner to their situation, and will consult the Department Chair or Program Director/Coordinator regarding course replacement and staffing. Other arrangements consistent with the basic policy may be explored with the Provost. All insured and applicable benefits continue during the paid leave.

If both of a child's parents are employed by the College and eligible for Parental Leave, each may take the leave to care for and bond with the new child but not both at the same time, unless otherwise approved by the Provost. Leave under this policy will run concurrently with leave provided under the federal Family and Medical Leave Act.

The College may grant additional unpaid leave for a total of up to one year, subject to agreement between the faculty member and the Provost. ([See Family and Medical Leave Act policy.](#))

The College assumes that those taking paid parental leave do so with the intention of returning to their previous position with the College. If before or during such a leave, a faculty member decides not to return to employment at the College, the faculty member must discuss the matter with the Provost at the earliest possible date.

A faculty member taking leave under this policy will receive an extension of the tenure consideration as described in the Childbirth Leave policy.

## **B. CHILDBIRTH MEDICAL LEAVE**

The College provides paid leave to all faculty members who give birth for childbirth and medical recovery therefrom. This medical leave will commence when the faculty member's healthcare provider determines that the faculty member is unable to work and generally extends for a continuous period of six weeks (absent medical complications) past the date of the child's birth. In most situations, leave under this policy and the Parental Leave policy will be taken consecutively.

In circumstances where additional time is needed to recover from disability, the continuing absence will be subject to Haverford's Short Term Disability policy. During leave under this policy, the College will continue to provide the same level of insurance and applicable benefits that were available to the faculty member at the start of the leave.

Requests for leave must be made at least three months in advance of the anticipated start of the leave, or if not foreseeable to that extent, then as soon as practicable, and leave must be approved in advance by the Provost. The details of the leave (e.g., dates, additional unpaid leave if requested, arrangements for covering courses) must be worked out with the Provost and the department chair as far in advance as possible. The faculty member's department is responsible for arranging for replacement teaching assistance as necessary.

Note that leave taken under this policy, including any extended absence for the same reason which is approved as Short Term Disability Leave, will run concurrently with the federal Family and Medical Leave Act Leave. The faculty member should contact Human Resources to complete the appropriate FMLA paperwork after notifying the Provost.

The College assumes that those taking leave under this policy will do so with the intention of returning to their previous position with the College. If before or during such a leave, a faculty member decides not to return to employment at the College, the faculty member must discuss the matter with the Provost at the earliest possible date.

A faculty member taking Childbirth Leave and/or Parental Leave during the probationary period toward tenure will receive an extension of one year during the probationary period. This extension however does not preclude a faculty member from seeking earlier consideration for tenure. This extension will be applied only once, even if there is more than one leave. Childbirth Leave and/or Parental Leave will not affect the accrual towards sabbatical leave for faculty.