

School of Education Parental Leave Guideline
March 2017

The goal of the School of Education (SOE) Parental Leave Guideline is to create a family friendly, supportive workplace. This guideline addresses parental leave for faculty and 9-month instructional staff, including the birth parent, foster parent, the parent of an adopted child, or the birth parent's partner as permitted under the federal Family Medical Leave Act (FMLA), Wisconsin Family & Medical Leave Act (WFMLA) and UW-Madison Unclassified Personnel Policies and Procedures Ch. 16.03. Faculty eligible to use accrued sick leave under these laws and policy may use the options discussed below.

1. SOE commits to paying for instructional replacement for one semester of courses (up to two courses) during the semester the leave is taken. Instructional replacement would be funded by SOE at actual cost to the Department, up to a maximum of \$6000 per course.

2. In consultation with the appropriate department chair, faculty and 9-month instructional staff who give birth may choose to use up to 12¹ weeks of accrued sick leave in combination with or instead of (1) above as follows:

- (a) Sick leave for any course release if the faculty/staff member chooses not to take on alternative duties in lieu of coursework, but maintains research, advising and service duties. In most cases, the faculty/staff member would claim sick leave for 50% of the period of leave though this amount may vary depending on the specific duties of the faculty/staff member.
- (b) Sick leave for research, advising and service if the faculty/staff member chooses to take on the alternative duties but forgo research, advising and service activities during leave period. In most cases, the faculty/staff member would claim sick leave for 50% of the period of leave though this may vary depending on the specific duties of the faculty/staff member.
- (c) Sick leave for 100% of the time off if the faculty/staff member chooses to be released from all duties during the leave period.
- (d) Sick leave for any portion of time in which the faculty/staff member is unable to perform alternative duties, research, advising, and service duties while on medical or family leave.

3. In consultation with the appropriate department chair, faculty and 9-month instructional staff who did not give birth may be released from teaching without taking sick leave if the Department assigns alternative duties to replace course release time, and research, advising, and service duties are maintained. Examples of alternative duties include, but are not limited to, activities related to program improvement, online conversion or course development, departmental self-study, and assessment of departmental student learning outcomes.

¹ Six weeks of accrued sick leave is generally used by the birth mother as medical leave for her own medical condition while she is unable to work (though the actual amount varies by individual). She may also use up to an additional six weeks of accrued sick leave as family leave to care for the child.

4. In consultation with the appropriate department chair, faculty and 9-month instructional staff who are parents that did not give birth (e.g. biological parent, foster parent, or adoptive parent) may choose to use up to 8 weeks of accrued sick leave in combination with, or instead of (1) and/or (2) above as follows:

- (a) Sick leave for any course release if the faculty/staff member chooses not to take on alternative duties in lieu of coursework, but maintains research, advising and service duties. In most cases, the faculty/staff member would use accrued sick leave for 50% the period of leave though this amount may vary depending on the specific duties of the faculty/staff member.
- (b) Sick leave for research, advising and service if the faculty/staff member chooses to take on the alternative duties but forgo research, advising and service activities during leave period. In most cases, the faculty/staff member would claim sick leave for 50% the period of leave though this amount may vary depending on the specific duties of the faculty/staff member.
- (c) Sick leave for 100% of the time off if the faculty/staff member chooses to be released from all duties during the leave period.

If the faculty/staff member has insufficient sick leave to cover the full period of the leave, they may request to use leave without pay for any portion of the leave period. Note that there are implications to benefits coverage when opting for leave without pay, so Departments should consult with the divisional HR representative prior to arranging leave to determine impacts.

It is important that the leadership of the Department fully support the faculty/staff member in their choice. Some individuals will want to be fully released from duties during the leave period. Others will prefer to continue to work through the leave period. The School of Education values faculty/staff member choice, and to the extent possible, encourages Departments to support faculty/staff members fully in their preferences regarding parental leave.