# **Faculty Workload Modification for Parental Leave Guidelines**

## **Purpose:**

The University of North Texas (UNT) is a campus that values its faculty and recognizes the responsibility that comes with the birth or adoption of a child, or placement of a child for foster care. To this end, UNT has developed guidelines on modification of workload that provide faculty members with flexibility in meeting their work responsibilities with the birth or adoption of a child, or placement of a child for foster care.

## **Overview:**

Faculty are to work with their chairs to develop workload redistribution mechanisms that may release eligible faculty members from certain duties, including teaching when these situations arise. Workload modification may be utilized from the semester in which the birth/adoption/placement takes place up to 12 months later, as allowed by FMLA. The goal is to provide flexibility for the faculty member while being consistent with the UNT Academic Workload Policy, [UNT 6.027](https://policy.unt.edu/policy/06-027). Workload modification for parental responsibilities is not a substitute for leave, including Family and Medical Leave (FMLA), and shall run concurrently with other types of leave described herein. While a faculty member is on approved leave there is not an obligation to make up work missed during the approved period.

**Eligibility:**

Full-time faculty members (librarians, tenured, tenure-track, and professional faculty are eligible for a modified workload when they are caring for a newborn, newly adopted child, or newly placed child for foster care.

## **Application Procedures:**

1. The eligible faculty member should contact a UNT System Benefits Advisor to confirm eligibility for FMLA or Parental Leave. ([HRBenefits@untsystem.edu](mailto:HRBenefits@untsystem.edu) or 940.369.7650)
2. The eligible faculty member should complete and submit the application for [FMLA leave](https://policy.unt.edu/policy/05-064) or Parental Leave in accordance with UNT Benefits procedures.
3. The eligible faculty will provide a copy of the approval letter for FMLA or Parental leave to the department chair/supervisor.
4. Once steps 1-4 have been determined, the eligible faculty member shall submit a written request to the department chair/supervisor using the [Request for Faculty Workload Modification](https://vpaa.unt.edu/sites/default/files/IMCE/inserts/aoh0016/unt_parental_leave_workload_modification_form_-_5.24.19.pdf) form for approval at least 30 days in advance, if thirty (30) days’ notice is not possible, notice must be given as soon as practicable. The eligible faculty member should determine if a “stop the clock” request (for tenure-system faculty, [UNT 6.004](https://policy.unt.edu/policy/06-004)) is needed and if so complete the request using the form.
5. When the department chair/supervisor receives a request for modified workload, they will approve or deny the request. If approved, the supervisor will work with the eligible faculty member on modifications to the request. Once completed, the chair/supervisor will send the form to the Dean/Executive Dean for approval.
6. The Dean/Executive Dean will email the Request for Faculty Workload Modification form with the chair/supervisor signature and Dean/Executive Dean signature to Academic Resources ([academic.resources@unt.edu](mailto:academic.resources@unt.edu)).
7. If the request is denied at any step, the form must be submitted to the Office of Academic Resources for documentation.
8. The Office of Academic Resources will process the completed form. Once finalized a copy of the form will be emailed to the eligible faculty as well as the chair/supervisor.
9. The eligible faculty and the department chair/supervisor coordinate the workload modification.

## **Workload Modification Procedures:**

1. When a department chair approves a request for workload modification, the chair will work with the eligible faculty member to develop a modified workload for up to one long semester, or 50% modified work over 2 long semesters.
2. Workload during the period of the modification may include:
   1. Redistribution from face-to-face to online courses throughout the academic year. Courses cannot be shifted to a term outside the regular contract period.
   2. Increased scholarly research and publication responsibilities.
   3. Workload redistribution from classroom teaching to curriculum development and enhancement activities, creation of online course materials and other teaching materials.
   4. Increased service duties of advising and mentoring undergraduate and graduate students, reviewing graduate work, writing, field observations, and/or service to professional organizations.
3. Dual career households, in which both parents are employed with the university in full-time faculty positions, are eligible for modified duties either concurrently or consecutively within the 12-month period.
4. Chairs should be creative and flexible in developing a solution that provides flexibility to the individual while still supporting the needs of the university. Approval of modified workload redistribution under this program is subject to the needs of the department or unit in meeting their instructional obligations.
5. Modified workload arrangements will be noted in the annual review letter for that year and will not negatively affect the annual review or tenure evaluations of the faculty member.
6. In addition to the modified workload, tenure track faculty may elect to request “stop the clock” if desired.
7. Exceptions will be considered on a case-by-case basis by the chair and dean.
8. Modification of workload may be revoked if the faculty member is not compliant with the expectations of the modified workload.

## **UNT Forms of Leaves and Associated Procedures:**

Below is a summary of the different available leave options offered by the university. Faculty should contact UNT System Benefits team to coordinate the below options.

1. Faculty and Medical Leave Axt (FMLA): Faculty must take FMLA leave, if eligible, and according to the provisions of the [Family and Medical Leave policy](https://policy.unt.edu/policy/05-064), UNT 05.064, during which time there is no expectation for performance of work duties whether on continuous or during the time period of intermittent leave, or reduced schedule. Upon return to work from FMLA faculty will be assigned alternate duties as a workload modification in order to meet workload requirements.
2. Parental Leave: Faculty who do not meet the eligibility requirements for FMLA leave are entitled to a parental leave of absence, not to exceed twelve weeks, for the birth of a natural child or adoption or foster care placement of a child, pursuant to the university’s [Parental Leave policy](https://policy.unt.edu/policy/05-061), UNT 05.061, during which time there is no expectation for performance of work duties if on continuous leave or during the time period of intermittent leave or reduced schedule. Upon return to work from Parental Leave faculty will be assigned alternate duties as a workload modification in order to meet workload requirements.
3. Sick Leave: Faculty must use all accrued sick leave, if available and according to the provisions of the university’s Sick Leave policy, during which time there is no expectation for work performance. Faculty must also use all sick pool and donated sick leave, if applied for and applicable. If faculty serve or have served in an administrative capacity where they accrued vacation leave, they must take it after sick leave has been exhausted and would not be required to perform modified work duties during that time.
4. Faculty may use applicable sick leave, donated sick leave, or approved sick leave pool during the time that performance of duties is prevented by pregnancy or other medical condition, or the time necessary to provide care and assistance to the newborn, newly adopted or placed child as a direct result of a documented medical condition (typically the first 6 weeks) prior to going on leave without pay.
5. Leave without Pay: Upon exhaustion of accrued leave, faculty must utilize leave without pay for the remainder of absences covered under FMLA or Parental Leave policies, during which there is no expectation for performance of work duties, if they chose not to do a modified workload.
6. Short-term Disability: Faculty may use short-term disability, if available, during which time they would not be required to perform work duties.