**Faculty Workload Modification for**

**Parental Leave**

The University of North Texas 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.

**Application.** All full-time nine-month faculty on continuing contracts.

Nine month full-time faculty members (librarians, tenured, tenure-track, and non-tenure track faculty who are on continuing contracts) are eligible for a modified workload when they are caring for a newborn, newly adopted child, or newly placed child for foster care. Twelve-month vacation leave eligible faculty shall follow the FMLA and leave policies. Faculty are to work with their chairs to arrange modification of formal teaching and other time-rigid duties when these situations arise. The goal is to provide flexibility for the faculty member while being consistent with the workload policy. 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.

PARENTAL TEACHING LOAD REDESTRIBUTION

1. 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.
2. Faculty members will be released from any time-specific responsibilities, including teaching, during the approved modified workload period. Faculty will have the option of having no time-specific responsibilities for 1 semester or 50% modified work over 2 semesters.
3. Faculty are expected to focus on a mix of research, advising students, and/or service during this time.
4. Dual career households, in which both parents are employed with the university in nine month full-time faculty positions, are eligible for modified duties either concurrently or consecutively within the 12 month period.
5. The faculty member is responsible for completing a modified duties form prior to the event. It will be reviewed for approval by the chair and the dean.
6. Chairs should be creative and flexible in developing a solution that provides flexibility to the individual and while still supporting the needs of the university.
7. Modified workload arrangements will be noted in the annual review letter for that year.
8. In addition to the modified workload, tenure track faculty may elect to request “stop the clock” if desired.
9. Exceptions will be considered on a case-by-case basis by the chair and dean.

Concurrent use with other applicable types of leave:

1. Faculty must take FMLA leave, if eligible, and according to the provisions of the Family and Medical Leave policy, during which time there is no expectation for performance of work duties.
2. 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 under three years of age, pursuant to the university’s Parental Leave policy, during which time there is no expectation for performance of work duties.
3. 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.
4. 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.
5. 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. Faculty may use 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.
7. Upon return to work from FMLA or Parental Leave, they will be assigned alternate duties in order to meet workload requirements.
8. Faculty may use short-term disability, if available, during which time they would not be required to perform work duties.
9. Modification of workload may be revoked if the faculty member is not compliant with the expectations of the modified workload.

Procedures for leave request:

* Submit written request to supervisor for approval at least 30 days in advance, or as soon as practicable.
* Notify the Human Resources Office about Leave request and confirm eligibility for FMLA or Parental Leave, and complete the associated forms and procedures.
* Provide Documentation of event to HR.
* Provide copy of HR’s approval letter for FMLA leave.
* Coordinate workload modification with department chair/supervisor.
* Determine if it is desired to request “stop the clock.”