



This brochure describes options available to faculty members to assist with family needs such as caring for the faculty member's newborn child; caring for a child placed with the faculty member for adoption or foster care; caring for a faculty member's child or other family member with a serious health condition. Medical leave for a faculty member's serious health condition is not addressed here.

ADDITIONAL RESOURCES

Office of the Vice Provost for Faculty Affairs
www.umbc.edu/provost
410-455-3505

UMBC Faculty Handbook
www.umbc.edu/provost/Faculty_Handbook/contents.pdf
Section 11 – Leave Policies
11.5 Creditable and Non-creditable Sick Leave
11.6 Annual Leave
11.8 Family and Medical Leave

FAMILY LEAVE FOR FACULTY AT UMBC

January 2014



UMBC is committed to providing a workplace that accommodates faculty members' needs to provide care for themselves and for their family members.

— UMBC Faculty Handbook



UNIVERSITY SYSTEM OF MARYLAND POLICY ON PARENTAL LEAVE AND OTHER FAMILY SUPPORTS FOR FACULTY

This policy is intended to support faculty in balancing professional and family demands during and after the birth or adoption of a child through a combination of measures to promote a “family-friendly” environment on each University System of Maryland campus.

These measures include:

- A minimum assured period of paid parental leave of eight (8) weeks;
- The adoption of Family Support Plans at each institution;
- A one year extension of the time for tenure review for new parents; and
- The availability of lactation facilities on each campus.

In addition to the University System of Maryland Policy on Parental Leave, UMBC faculty members have a variety of leave and support options, as detailed in the Faculty Handbook. These include:

- Collegially Supported Leave: Faculty members academic responsibilities covered by colleagues, on a voluntary basis, for a period of time.
- Redistribution of Duties: Adjustment of faculty members responsibilities among the three usual areas of their job – teaching, service, and research.
- Creditable Sick Leave: Sick leave accrued by faculty members based on the nature of their contract.
- Family and Medical Leave: Leave guaranteed by the federal government for a life-changing event (birth, adoption, or serious health condition).
- Annual and Personal Leave: Leave earned by faculty members on 12-month appointments.



FACULTY FAMILY SUPPORT PLANS

In addition to University System of Maryland and UMBC Leave, eligible faculty members have the opportunity to establish an individualized “Family Support Plan” to provide them with additional support while assuring that continuity in student instruction and other critical faculty duties are not disrupted during periods of faculty leave.

Plan Development: The plan is developed jointly by the faculty member and department chair, or the designee of the chair or the dean, upon request of the faculty member.

Plan Content: The plan will allow the faculty member to reduce or otherwise modify workload, especially teaching duties, during the semester in which parental leave is taken, though a combination of:

1. Leave, including:
 - a. Exhaustion of all accrued annual, personal, holiday and sick leave;
 - b. Additional paid parental leave, as needed, up to the eight (8) week total
 - c. Collegial sick leave, as available;
 - d. Unpaid leave, up to the twelve (12) week (i.e., sixty (60) work day) limit of the University System of Maryland Family Medical Leave Act Policy, No. II—2.31;
2. Workload modifications, to the extent authorized by the institution and feasible within the faculty member’s department, which may include:
 - a. Part-time employment;
 - b. The spreading of the semester’s teaching responsibilities over multiple terms preceding and succeeding the parental leave period;
 - c. Redistribution of duties to substitute a teaching assignment with other departmental or academic service; and/or
 - d. Other options identified by the institution or department.

FAMILY SUPPORT PLAN EXAMPLES

- Adjusting the balance of responsibilities among teaching, research, and service to allow greater flexibility in a faculty member’s schedule.
- Teaching an overload of classes in one semester in exchange for a lighter assignment in another semester.
- Assuming instructional responsibilities other than classroom teaching for a semester (e.g., developing a new course or program).
- Using collegial coverage for the end of one semester for teaching duties and using creditable sick leave or a redistribution of duties for the following semester.
- Continuing normal research and service responsibilities while using intermittent sick leave for teaching days for one semester.
- Arranging for a colleague to cover a portion of your course (collegial coverage).