

Parental Leave Policy

Effective from September 1, 2022

This policy will run concurrently with any Wofford College policies related to the Family Medical Leave Act (FMLA), as applicable.

The Parental Leave Policy applies to any faculty member who is tenured, on the tenure track or is a full-time instructor on a renewable contract and has served at the College for at least one year and become the primary caregiver of a new child, either by childbirth or by adoption. Such faculty may take up to a one-semester (approximately 15 weeks) paid parental leave within four months of the birth or adoption date — either before or after—under this policy. During the leave, the faculty member will be relieved of all committee service, advising, and other departmental obligations. Each month of paid parental leave is compensated at 100 percent of the faculty's regular monthly base pay. Paid parental leave will be paid on a monthly basis on regularly scheduled pay dates.

Paid parental leave under this policy must be taken in one continuous period of leave covering an entire academic semester, or contained entirely within an academic semester, i.e. not to span two academic semesters, including summer school. The birth of more than one child from the same pregnancy constitutes one birth for the purposes of this policy. Similarly, the adoption of more than one child on the same date will be considered a single adoption.

When both parents are faculty members, only one parent may take parental leave under this policy.

A faculty member who takes parental leave may also take an additional coinciding semester of unpaid parental leave. Faculty electing to take an additional semester of unpaid leave must have additional deductions taken from their paychecks prior to the unpaid leave in order to cover the cost of insurance prior to the unpaid leave, or otherwise make payment for their insurance premiums for the entire period of leave prior to the start of leave.

The Provost will consider requests for relief from teaching beyond that specified above on a case-by-case basis, based upon both the birth or adoption date of the new child and consultation with the faculty member requesting parental leave.

A faculty member who is relieved from teaching duties due to parental leave during their probationary appointment will customarily receive an extension of one year to the probationary period. A faculty member may request that the Provost waive the extension.

All benefits for the individual on leave will be paid by the College in the same percentages and manner as before the leave, unless there are changes to the plans governing those benefits during the parental leave period. Faculty members may receive a parental leave once in a 24-month period, as calculated from the first day a leave is used.

Parental Leave related to foster care: Because situations involving new foster care vary widely, parental leave requests involving foster care under this policy will be handled on a case-by-case basis. Longer-term fostering situations are those most likely to be considered for paid parental leave.

Requests for parental leave: When the leave is foreseeable, the faculty member requesting parental leave must provide as much advance notice as possible of the intent to take such a leave. When the leave is not foreseeable, the faculty member should notify the Provost in writing as soon as possible after learning of the need for parental leave. The faculty member and provost will then decide when the parental leave will be taken. The faculty member should also meet with the Chair of their department as soon as possible to discuss the potential impact of the absence on the department's teaching program.

Maternity-related medical leave: If a faculty member is unable to perform her normal duties due to medical complications arising from pregnancy or childbirth, she is entitled to medical leave in accordance with the medical leave policy.

Coordination with other leave policies:

- Parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the up to 12 weeks of available FMLA leave per 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the faculty member under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave is exhausted, the balance of approved leave (if applicable) will be compensated through faculty's accrued leave time (sick, vacation). Upon exhaustion of accrued paid time, any remaining leave will be unpaid leave.
- If a College holiday occurs while the faculty is on paid parental leave, such holiday pay will be paid in lieu of parental leave and will not extend the total paid parental leave entitlement.
- A faculty member who takes parental leave under this policy and does not qualify for FMLA leave will be returned to the same or a substantially similar position upon return from parental leave.

Upon separation of the faculty member's employment at the College, the faculty member will not be paid for any unused paid parental leave for which they were eligible.