

University of Massachusetts, Amherst
Request for Parental Leave

Requests for parental leave must be submitted:

1. At least *one semester* prior to the proposed start of the leave, OR
2. When the faculty member/librarian *has knowledge of the impending birth or adoption*, OR
3. When the faculty member/librarian *has been granted an appointment that allows for the completion of the return obligation*, whichever situation is latest.

A copy of the birth certificate, adoption certificate or a letter from the faculty member's physician should accompany the application form.

Name

Department

Rank

Do you have tenure?

Leave is requested for:

Fall Semester _____
(academic year)

OR

Spring Semester _____
(academic year)

Anticipated Birth Date/Adoption Date of the Child _____

For Tenure-Track Faculty: Are you requesting a delay in your tenure decision year?

IF NO, I choose not to change my tenure decision year. _____

IF YES, the tenure decision year is changing from _____ to _____.

Agreement

In consideration of permission granted to me by the Trustees of the University of Massachusetts to take parental leave for the period _____, I agree to return to the University of Massachusetts, Amherst, immediately upon conclusion of my parental leave to perform my duties as a full-time faculty member or librarian for *at least the next ensuing year*. If this parental leave immediately precedes or follows a sabbatical leave, I agree to return to the University of Massachusetts, Amherst, immediately upon conclusion of both leaves to perform my duties as a full-time faculty member for *at least one and one-half years of full time service*. If I fail to comply with the obligation to provide at least one year (or one and one half years) of full-time service immediately following expiration of said leave(s), I agree to repay, forthwith, the salary that I received from the University during said leave(s).

Signed by me this _____ day of _____, 20____.

Witness

Signature of Applicant

Faculty Parental Leave

27.14 Parental Leave. Full-time tenured and tenure-track faculty members, state-funded non-tenure track faculty members with at least six years of full-time service who have appointments that make it possible to fulfill the return obligation described below, and librarians with at least four months of service who become biological or adoptive parents of a child under five years of age shall receive, upon request, a one-semester paid leave. During that semester, which shall be the semester in which the child's birth or adoption occurs or an adjacent semester, the faculty member or librarian shall be required to use his or her accrued sick leave. Any otherwise eligible faculty member or librarian with insufficient accrued sick leave may draw against the sick leave bank. FMLA leave shall run concurrent with such parental leave, and no affected faculty member or librarian may use sick leave or the sick leave bank to extend this leave, unless such an extension is medically indicated. Any faculty member or librarian taking such a leave must join or be a member of the sick leave bank prior to commencing the leave and must return for one year of full-time service. A faculty member or librarian who takes a parental leave either immediately preceding or immediately following a sabbatical leave must return for one-and-a-half years of full-time service. Application for parental leave must be submitted at least one semester prior to the proposed start of the leave, when the faculty member or librarian has knowledge of the impending birth or adoption, whichever is later, or when the faculty member or librarian has been granted an appointment that makes it possible to fulfill the return obligation, whichever of the three occurs latest. If an otherwise eligible individual misses the application deadline, the parties will negotiate to determine whether to waive the deadline.

Parental Postponement of TDY. A non-tenured faculty member who becomes the biological or adoptive parent of a child under five years of age may, at his or her discretion, delay for one year his or her tenure decision date. A faculty member choosing to exercise this option shall notify the department chair, in writing, no later than six months after the birth or adoption of the child or, if the faculty member takes a leave as described in the paragraph above, no later than two months after the conclusion of the leave. A faculty member may apply for such a delay for the birth or adoption of subsequent children; the decision about whether to approve such additional request(s) shall be entirely within the discretion of the department chair.

Faculty Parental Leave Procedure

1. Contact the Division of Human Resources to join the faculty sick leave bank if you are not already a member.
2. Complete the Parental Leave Application form and forward with the required birth/adoption/medical documentation to your department head. A staff member in your department should complete a personnel action form and forward your request, the required documentation and personnel action form to the dean's office. Upon approval of the dean, the paperwork will be forwarded to the Provost's Office.
3. Ensure that sick leave is reported by your department through time and attendance.