

FACULTY CHILD-BONDING LEAVE POLICY

Policy:

The addition of a child to a faculty member's family, either through birth or adoption, creates legitimate needs and interests of faculty members, students and the College. Faculty members need time off for the actual birth or adoption, and for bonding after the birth or adoption. They also benefit from the ability to continue to receive income during this time off. Students have legitimate interests in minimizing disruption to the continuity of their learning experience. The College has a legitimate interest in confirming classroom coverage in advance of the start of the semester.

To balance these respective needs and interests, the College has adopted this policy to provide faculty members with the opportunity to take significant time off for the birth or adoption of their children, and to continue to receive income during this time, while at the same time ensuring that the Students and the College receive educational continuity during the semester.

Under this policy, a faculty member who is anticipating a birth or adoption or related leave during a semester will be given an opportunity to select among three options to obtain sufficient leave to meet their needs and at the same time continue to receive income during their leave.

Purpose:

The goal of this policy is to provide faculty members with options that allow them to accommodate their professional and personal familial obligations as a child is added to the faculty member's family. The policy helps to minimize the disruption to the continuity of the student learning experience.

Scope and Eligibility:

This policy applies to all faculty members, regardless of gender, who are full-time, benefit-eligible, tenured or tenure track, and who, at the time of the birth or adoption, have completed one year of continuous full time service. Faculty members can utilize this policy up to two times within any rolling four-year period. If both parents are members of the St. Norbert College faculty, only one is eligible to receive the benefits under this policy. Faculty members who fail to comply with the provisions of the policy are not entitled to its benefits.

General Procedures:

As early as practical, but no later than two months prior to the beginning of the semester where an expected leave is to occur, a faculty member who anticipates leave for a birth or adoption during the primary academic year and desires benefits under this policy must contact the Associate Dean of their division and the Human Resources Department. The earlier the discussion of the options and processes available to the faculty member begins, the smoother the process will be.

The faculty member may select from the following three options for benefits under this policy:

- Option 1. The faculty member may choose to take off the full semester in which the birth or adoption takes place. Under this option, the faculty member's total compensation for the full academic year will be re-calculated at 85% of the base salary. They will continue to receive their salary during the full semester, at the adjusted rate.

- Option 2. The faculty member may choose to take off the full semester immediately following the birth or adoption. Under this option, the faculty member's total compensation for the full academic year will be re-calculated at 85% of the base salary. They will continue to receive their salary during the full semester, at the adjusted rate.
- Option 3. Should the event that triggers the need for a leave straddle two semesters, the faculty member may choose to take either full semester off.
 - If the faculty member elects to take off the first semester and the leave extends into the second semester, the faculty member will be expected to return to active employment at the expiration of the leave and engage in all professional activities with the exception of classroom instruction. An alternative assignment, in lieu of the classroom instruction, will be identified by the Associate Dean and the faculty member, and confirmed by written memo which specifies the nature of the alternate work assignment and how the work will be monitored and assessed.
 - Under this option, the faculty member's total compensation for the full academic year will be re-calculated at 85% of the base salary. They will continue to receive their salary during the full semester of leave, and any partial second semester, at the adjusted rate.

Once an option has been selected, faculty member and Associate Dean should complete the [request form](#) .

Since circumstances can vary, and unanticipated situations can arise, it is possible that the faculty member and/or Associate Dean may identify other options in unique cases. Such alternate options require the approval of the Dean of the College and the Academic Vice President.

Tenure Clock Extension:

Upon request, a one-year extension in the tenure track timeline will be granted to faculty members obtaining benefits under this policy. Such extensions are limited to a total of two years within a faculty member's pre-tenure probationary period regardless of the number of children.

Coordination with Other Benefits:

The provisions of this policy will run concurrently with the faculty member's right to family and medical leave (FMLA) and any eligibility for disability benefits. Faculty members who make use of this policy and who would be otherwise eligible for short term disability benefits are still required to complete the short term disability paperwork (to protect them in case a medical condition arises that would require long term disability coverage). In no case may a faculty member receive more than 85% of their academic year salary during an academic year where leave under this policy occurs.