**Wellesley College**

**3-6 PARENTAL LEAVE**

**Eligibility:**

Administrative employees whose regular work schedule is at least half-time for at least nine months per year are eligible for paid parental leave benefits in accordance with this policy after completion of one continuous year of service.

**Benefits:**

An eligible employee who gives birth or who is a primary caretaker of a newly adopted child under the age of eighteen or a child under the age of twenty-three if the child is mentally or physically disabled is eligible for six consecutive weeks leave with normal pay and benefits during the period surrounding the birth or adoption. For purposes of this policy, a "primary caretaker" shall be that person who takes primary responsibility for the care of an infant or child. In order to exercise the primary caretaker benefit, a staff member must declare via a health care certification and medical leave of absence form that she or he is the primary caretaker. This policy depends upon, and assumes, the good faith of its participants. Leave benefits will be paid only for periods in which the employee would otherwise have worked. Both FMLA leave and MMLA leave will run concurrently with Parental Leave to the extent the employee is eligible for leave under those Acts.

An eligible employee whose spouse gives birth or who is a primary caretaker of a newly adopted child under the age of eighteen or a child under the age of twenty-three if the child is mentally or physically disabled is eligible for one week leave with normal pay and benefits during the period surrounding the birth or adoption.

If a birth mother is disabled from returning to her job after the expiration of Parental Leave, accrued paid sick time may be used. If the birth mother is also on Maternity Leave and/or FMLA leave, use of any accrued sick time, vacation and/or personal days through the expiration of those leaves is governed by the MMLA and FMLA policies. If the birth mother remains disabled from returning to her job at the conclusion of her Parental, Maternity and/or FMLA leaves, she may utilize any remaining accrued paid leave and should apply for short-term disability benefits, if eligible. If not eligible for short-term disability benefits, the employee may request an unpaid personal leave. (See below).

College contributions to health and/or dental benefits in which the employee was already enrolled would continue for 12 weeks to the extent provided by the [Family and Medical Leave Act](http://www.wellesley.edu/HR/Adminhandbook/SEC3.html#3-1).

Mount Holyoke College

**IV. Maternity, Paternity, and Adoptive Leave**

The Mount Holyoke College Maternity, Paternity, and Adoptive Leave Policy provides

for leave of absence for reasons of pregnancy, childbirth, infant care, paternity and legal

adoption of infants for teaching Faculty Members who have at least one year of service

to Mount Holyoke College and will be a primary caretaker of the child. The College will,

at all times, comply with any and all applicable federal and state laws pertaining to

maternity, paternity and adoptive leave. The purpose of this policy is to provide benefits

greater than those legally required.

The maternity leave policy for Faculty is based on the following statement as drawn up

by the Faculty Conference Committee in 1985.

In formulating its maternity leave policy, Mount Holyoke College has faced a complex

obligation. On the one hand, it must comply with federal and state laws which define

minimum maternity leave and benefits guaranteed to pregnant women and new

mothers. On the other hand, Mount Holyoke seeks to go beyond the minimum to

support women Faculty of child-bearing age by providing them with clear and

reasonable options for handling their professional and maternal obligations just before

and just after the birth. A primary consideration is to allow both the Faculty Member and

the College the opportunity to express the mutual good faith which will avoid placing any

undue burden on either the individual or the school.

In devising the following policy, the College recognizes that maternity benefits, although

defined for administrative and insurance purposes as analogous to disability benefits,

are not designed to cover only medical emergencies and disability. Although there is a

medical dimension to childbirth, it is above all a natural part of life, not a state of disease

or disability. Defining maternity benefits as more than disability benefits, the College

seeks to affirm for its Faculty, and indirectly for its students, a commitment to women

who seek to lead full professional, intellectual, and personal lives.

Because the legal restrictions are actually minimal (although no less complex) and

because the actual campus policy must, in fact, be flexible enough to maintain the

integrity of the classroom, this statement includes a reasonable statement of the law, a

list of guidelines, and a sampling of viable options. Section C outlines the College

options which are available to both male and female Faculty.

A. Federal and State Laws

1. State law requires employers to grant female employees up to eight weeks of

maternity or adoptive leave for a child under three years of age, but does not specify

whether pay is to be accorded. The College must also continue to pay its share of the

individual's benefit costs during such leave as long as the individual pays her share of

the costs.

2. Federal law requires pay for maternity to be treated in the same manner as the

disability pay provisions of the institution. Mount Holyoke College provides up to six

months of sick and/or disability leave for Faculty, and, therefore, under Federal law,

must offer, among other options, for any period of disability occasioned by maternity,

childbirth, and recovery therefrom, up to six months of paid leave.

3. Therefore, the certification of a physician is required to establish the beginning and

the end of the period of disability due to maternity.

4. A Faculty Member returning from approved maternity leave will be returned to the

position she held prior to her leave or to a comparable position with comparable rights

and benefits.

5. To be eligible for maternity benefits, a Faculty Member must be employed at least

half-time and must have been employed for three months prior to the time of delivery.

B. Guidelines

1. Maternity, paternity or legal adoptive leave will not count against sabbatical leaves

and will count like any non-sabbatical leaves in determining dates for tenure

consideration.

2. When the Faculty Member is on actual disability leave or is teaching on a reduced

course load basis or is on approved maternity, paternity, or legal adoptive leave, the

College will make arrangements to cover essential teaching responsibilities.

3. The Faculty Member will have the option of a reduced teaching load with a

corresponding reduction in salary in the year(s) following the birth or legal adoption of a

child.

4. A Faculty Member on approved adoptive, maternity or parental leave at reduced

salary will receive supplemental support from the College for certain fringe benefits.

The College will pay both the individual's and the College's contributions to life

insurance and disability insurance. In addition to paying its usual share of health

insurance premiums, the College will also contribute the employee's share of payment

for health insurance at the rate for single person coverage. Thus, while on leave at

reduced salary, a Faculty member with single plan health insurance will make no

premium payments; a Faculty member with family plan health insurance will contribute

only the difference between single plan and family plan premiums. While on this

reduced salary leave, both the College's and Faculty member's contributions to their

basic retirement plan will be based on the reduced salary.

5. The Faculty Member will consult with the Chair of the Department and with the Dean

of Faculty as soon as possible to allow sufficient time to arrange leaves and

replacements.

C. Options

The Mount Holyoke College Maternity, Paternity and Adoptive Leave Policy provides

the Faculty Member with a variety of options, several of which are listed below; any

option, with the exception of the maternity benefits and adoptive leave mandated by

Federal and State laws, is subject to the particular needs of the individual Faculty

Member and his/her department, and early discussion with the Chair of the Department

and the Dean of Faculty is advisable. The success of any option depends on careful

and thoughtful planning.

1. A Faculty Member may take a semester leave with half pay during the semester in

which delivery or legal adoption is expected or in the semester immediately following

delivery or legal adoption.

2. The Faculty Member may arrange for a reduced teaching load (with a corresponding

reduction in pay) during the semester in which delivery or legal adoption is expected or

in the semester immediately following delivery or legal adoption.

3. The Faculty Member may arrange leave for delivery, paternity or legal adoption

anticipated during a regular semester. Leave for maternity, childbirth, and recovery

therefrom may be arranged through a combination of up to eight weeks of paid disability

and also additional unpaid leave; the combination of such leave will not normally exceed

one year. Unpaid leave may be arranged for paternity and legal adoption, and such

unpaid leave will not normally exceed one year.

4. The Faculty Member may elect any option mandated by Federal or State laws which

are described above in Section A, Federal and State Laws.

Additional information may be obtained from the Dean of Faculty, the Human

Resources Office, or the Affirmative Action Officer.

Vassar College

**Maternity Leaves** - If a faculty member requests a semester leave for reason of pregnancy, the health leave provision of the *Governance* becomes applicable. This provides for two months pay. If a faculty member requests a reduced load for reasons of pregnancy, the rate of pay would be reduced in the same ratio as the workload. Full fringe benefits are continued. Contributions to TIAA/CREF are made in proportion to salary.

**Parental Leave.** A faculty member is entitled to a leave when her or his child is born or adopted. In the case where both members of a couple are faculty members, one member of the couple is eligible for Vassar’s paid parental leave. A faculty member may choose one of three benefit options: (1) a paid parental leave of two months, or (2) a one course reduction, or (3) a semester off at one-half pay. These options are available within the first six months/semester after the child is born or adopted (if the adopted child is under six years old), and are granted at the discretion of the president, upon recommendation by the dean of the faculty.

(Amended by the faculty February 10, 2005.) Should the birth or adoption be anticipated, the faculty member is encouraged to consult with the department chair and the dean of the faculty as early as possible in order to make suitable arrangements for coverage of coursework and other duties. If a faculty member requests a leave for reasons related to complications of pregnancy or birth, the health provision of the *Governance* becomes applicable. (See “Educational Organization of the College,” B.I.E.D.)