

Birth and Adoption Leave for Parents

This policy is applicable to all full-time faculty with a continuing appointment after four continuous months of employment at the university, and runs concurrently with FMLA leave. Administrative staff with faculty rank and academic support staff with faculty rank should consult the Elon University Staff Manual, Section V-5, for the current policy on birth and adoptive leave. The option to “stop the clock” for faculty as outlined in the *Faculty Handbook* may apply. In the event that both parents are full-time employees of the university, these policies apply to only one parent. However, leave (unpaid) under FMLA may be requested by both parents.

A. Birth Leave for Parents

1. Leave for Childbirth

Any full-time faculty member who bears a child will be granted a two-course release in the regular course load (paid leave) at the time associated with the birth of the child. This leave will be scheduled in consultation with the faculty member and the department chair, and approved by the dean. The leave should be carried out in a manner that maintains the integrity of planned courses and the overall academic program. This leave is consistent with the requirement of the Family Medical Leave Act (FMLA).

2. Leave for Caregivers of Newborns

The non-birthing parent of a newborn who is the primary caregiver will be granted one course release at the time associated with the birth and may reschedule classes for a paid full term off. The “primary caregiver” is the parent who has full-time, daily responsibilities for the child (*e.g.* Monday-Friday from 8:00 AM to 5:00 PM). Courses cannot be rescheduled to a summer term.

The non-birthing parent of a newborn who is not the primary caregiver will be granted one course release at the time associated with the birth but may not reschedule classes for a paid full term off. Additional leave (unpaid) under FMLA may be requested.

B. Leave for Adoption of an Infant Child (0-5 years of age)

An adoptive, primary care-giving parent of an infant child will be granted two course releases at the time associated with the adoption and can reschedule classes for a paid full term off. Courses cannot be rescheduled to a summer term.

An adoptive, non-primary care-giving parent of an infant child will be granted one course release at the time associated with the adoption but cannot reschedule classes for a paid full term off. Additional leave (unpaid) under FMLA may be requested.

Guidelines:

Elon's birth/adoption leave policy recognizes the importance of family life to both the individual employee and the institution. In helping faculty balance work and family responsibilities, such a policy strengthens the Elon community as a whole.

The policy should be applied in ways that demonstrate consideration for the needs of students and other members of the community, as well as sensitivity to the needs of the individual faculty. The timing of the leave will vary depending on when the birth or adoption occurs. To minimize the impact on students, the leave should be timed so that individual courses are minimally disrupted. This may mean that the leave would actually begin prior to the birth or adoption.

To address the needs of both the faculty member and the department, and to preserve the integrity of courses, the leave may, if necessary, involve the redistribution of one course in the faculty member's regular teaching load between academic years (i.e., by teaching one extra course in the academic year prior to the birth or adoption of the child, or by postponing one course to the academic year subsequent to the birth or adoption of the child).

(7/06)