Family Friendly
Policies and Resources

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Director of Academic Personnel Services
FAMILY FRIENDLY POLICIES AND RESOURCES

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Director, Academic Personnel Services
August 18, 2014

AGENDA

- Leave Policies and Procedures
  - Faculty Sick Leave
  - Sick Leave Pool
  - Family Medical Leave
  - Parental Leave
  - Foster Parent Leave
- Non-leave Policies and Procedures
  - Extension of the Probationary Period
  - Modified Instructional Duties
- Recruiting and Retention Programs
  - Dual Career Hiring
  - Child Care

FACULTY SICK LEAVE

- May be used for eligible conditions
  - When sickness, injury, or confinement due to pregnancy prevent performance of duties
  - When employee is needed to care for and assist a member of immediate family who is ill
- Sick leave must be reported if the absence occurs during a normal workday even if no classes are missed
FACULTY SICK LEAVE NOTIFICATION

- Faculty member notifies department chair or administrator when there is a need to be absent for reasons related to sick leave use.
- Department reports use of sick leave through a form sent to the Provost's Office.
- Department must inform Human Resources when circumstances suggest Family Medical Leave may apply.

SICK LEAVE POOL

- Serves benefits eligible employees who have exhausted all accrued leave to which they are otherwise entitled.
- Awards up to 18 weeks from the sick leave pool per condition.
- Employee or immediate family member must be suffering from a catastrophic condition.
- [http://www.utexas.edu/hr/current/leave/pool.html](http://www.utexas.edu/hr/current/leave/pool.html)

FAMILY MEDICAL LEAVE

- Serious health condition of the employee.
- Birth and care of employee’s child.
- Placement of a child for adoption or foster care with the employee.
- Care of the employee’s spouse, child, or parent with a serious health condition.
- "Qualifying exigency" for military active duty.
- Care of covered military service member with serious illness or injury sustained during active duty.
**FAMILY MEDICAL LEAVE**

- Up to 12 weeks, or 26 weeks for military caregiver leave, may be used intermittently or consecutively, during a 12-month period.
- Family Medical Leave is unpaid unless leave balances are available to be concurrently used.
- Premium sharing continues during Family Medical Leave even when the employee is on leave without pay.
- [http://www.utexas.edu/hr/current/leave/fmla.html](http://www.utexas.edu/hr/current/leave/fmla.html)

**PARENTAL LEAVE**

- HOP 5-4330
- For benefits eligible employees who do not meet the service or hours per week requirements for Family Medical Leave.
- Up to 12 weeks of leave for the birth of a child or for the adoption or foster care placement of children under 3 years of age.
- Is unpaid leave unless leave balances are available to be concurrently used.

**PARENTAL LEAVE PREMIUM SHARING**

- The university will continue to contribute its share of premiums for an employee’s insurance during the time that an employee is using available and appropriate leave accruals.
- The employee is responsible for the total cost of insurance premiums while on leave without pay.
FOSTER PARENT LEAVE
HOP 5-4320

- Paid administrative leave for benefits eligible employees who foster parent a child under the Department of Protective and Regulatory Services conservatorship
- Provided to attend meetings in accordance with state law

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PROBATIONARY PERIOD EXTENSION
HOP 2-2020

- Available to tenure-track faculty members who determine that personal circumstances may impede normal levels of productivity

- Personal circumstances may include:
  - Childbirth, adoption, or foster care placement
  - Primary caregiver of a preschool child
  - Primary caregiver of family member who is disabled, elderly, or ill
PROBATIONARY PERIOD EXTENSION REQUESTS

- Automatic for childbirth upon formal notification to the department chair, dean, and Provost’s Office
- In all other instances, the faculty member is responsible for providing appropriate substantiation for why circumstance creates unreasonable burden to make adequate progress
- Extensions are for one academic year; designated year does not count toward maximum probationary period
- No more than two extensions may be granted
- Deadline: May 31 preceding up or out review year

PROBATIONARY PERIOD EXTENSION

- Impact on promotion review:
  - All professional accomplishments achieved during the period are included in dossier
  - No distinction is made during promotion review between those who have and have not had an extension

MODIFIED INSTRUCTIONAL DUTIES
HOP 2-2240

- Allows for equivalent academic service when certain personal circumstances prevent a faculty member from being able to perform their classroom teaching duties, and when such modifications are found to be in the best interest of the university’s instructional programs
- For the period of one long session semester
- Does not affect the tenure clock
MODIFIED INSTRUCTIONAL DUTIES

- Applies to all members of the faculty appointed full-time on the instructional budget in a long session semester; and
- Who are caregivers of a healthy pre-school child (or children), or who are required to care for or assist a member (or members) of their immediate family who, although not ill or disabled, needs the help and attention of the faculty member
- Should not be used in situations where sick leave and/or Family Medical Leave use is applicable

MODIFIED INSTRUCTIONAL DUTIES REQUESTS

- Submit prior to the semester in which the modification is needed
- Explain the need and describe the work to be done in place of normal classroom responsibilities
- Describe both the normal teaching load and the proposed teaching load for the modified semester

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DUAL CAREER HIRING

- **Academic career**
  - Facilitate the hire of qualified partners of recruited faculty into faculty positions
  - Department of principal hire initiates discussions with partner's prospective department
  - When partner is viable candidate for academic position and endorsed by all levels of approval required for rank, funding is split 3-ways between the two departments and administration

- **Non-academic career**
  - Provost's Office will facilitate contact with/pay for services of a placement firm
  - Department chair makes recommendation to dean who forwards to Senior Vice Provost for Faculty Affairs

UT CHILD DEVELOPMENT CENTER

- 12 spaces set aside annually to assist in faculty recruitment and retention in which child care is an issue
- Decisions for each fall are made by May 1st of the preceding spring semester on a first-come, first-served basis
- If recruit declines, department assumes financial responsibility for tuition until another child is enrolled for a period not to exceed 6 months
- [http://www.utexas.edu/provost/policies/childcare/](http://www.utexas.edu/provost/policies/childcare/)
QUESTIONS?

"AND OUR FAMILY FRIENDLY POLICY MEANS YOUR CHILDREN CAN WORK HERE TOO."