Maternity and Family Leave for Whitman Faculty

This document, taken from Chapter III of the Faculty Handbook, describes maternity parental, and family leave options for Whitman faculty. Faculty members should consult with the Provost and Dean of the Faculty as far in advance of the intended leave as possible in order to facilitate academic planning.

NON-TENURE-TRACK FACULTY

Faculty not in tenure-track positions who have taught for at least two semesters at Whitman are eligible for the College’s short-term-disability plan. That plan recognizes the medically necessary physical recovery time after giving birth and treats pregnancy as any other short-term disabling medical condition. The standard short-term disability leave for a birth of a child within the academic year is six weeks coverage of all classes. The Provost, not the faculty member, is responsible for finding another faculty member to teach the classes missed.

For pregnancy or childbirth resulting in additional complications, the period of leave, either before or after the birth of the child, may be increased as documented as medically necessary by a physician. For example, a C-section birth typically is certified for eight weeks of short-term disability leave and doctor-ordered bed rest may require additional leave. Births that take place outside of the academic calendar year will be accommodated under this policy as deemed medically necessary. For example, the birth may occur toward the end of the summer but the recovery period may extend into the beginning of the fall semester.

Although non-tenure-track faculty are not eligible for paid family leave, in accordance with federal and state law, faculty with at least two semesters of teaching at Whitman may request an unpaid leave to provide additional time to care for a newborn or for ill family members.

Faculty serving on committees or performing other departmental or College service (e.g. Senior Lecturers and Senior Adjunct Assistant Professors) can request a release from these responsibilities.

Faculty without two prior semesters of teaching (e.g. a visiting faculty member in her first year at Whitman) are not eligible for paid leave. However, other arrangements to cover the faculty member’s classes can be made in consultation with the Provost.
TEUNURE-TRACK FACULTY

Maternity Leave

Women in tenure-track positions who have taught at least two semesters at Whitman have a range of maternity leave options, enabling them to request a reduction in course load to account both for medical conditions related to the birth and for time needed to care for the newborn. In addition to a reduction in course load, the faculty member may request release from committee work. Women in the first year of their appointment do not meet the eligibility requirements of either the Short-term Disability Plan or the Family Leave Plan, but may discuss with the Provost options that might be available according to their circumstances.

Options for tenure-track faculty with two prior semesters include:

- **Short-term disability leave only**: Leave from teaching during the time period deemed medically necessary and receive 100% annual salary. For example, a woman scheduled to teach two courses in the fall semester would not teach the courses for the six weeks (or whatever medically necessary period) after the birth; those classes would be taught by a replacement. It is the responsibility of the Provost, not the faculty member, to find that replacement. See the description of Short-Term Disability in the “non-tenure-track faculty” section above or the Faculty Handbook.

- **Semester leave**: One course reduction through the Family Leave Plan and one course reduction to account for short-term disability during the semester of birth. The faculty member will teach 0 courses one semester, and three in the other semester and receive 95% annual salary. In this way, the faculty member has no salary reduction for the first course, which is offered in lieu of replacing six or more weeks of classes for the courses she is scheduled to teach.

- **Reduction across semesters**: One course reduction to account for short-term disability during the semester of birth and one or more course reductions in that semester and the following semester for care of the infant under the Family Leave Plan. For example, a faculty member giving birth in the fall semester could teach 0 classes that semester and then teach only 2 classes in the spring at 75% annual salary (one course is considered short-term disability and two fall under the Family Leave Plan).

- **Other combinations of the Family Leave Plan and Short-Term Disability plan** are possible depending on the needs of the faculty member.

All benefits are continued, although some income-based benefits (for example, TIAA-CREF) will be adjusted. In accordance with federal regulations, the College provides disability and life insurance for up to twelve weeks and then suspends this coverage until the faculty member resumes regular employment.
Family Leave

Faculty in tenure-track positions who have taught for at least two semesters at Whitman are eligible for Whitman’s Family Leave Plan, which offers a choice of options for faculty members who request a reduction in their course load to meet family responsibilities such as caring for a newborn or newly adopted child, or for a close family member (typically parents, domestic partners, and children) suffering from a serious illness. If both parents are tenure-track faculty members employed at Whitman, they may both request leave under this plan and each parent is entitled to the same benefits.

The plan provides a range of options from a one-course reduction to a full year of leave. The following schedule, based on a five-course load per year, explains salary reductions for the Family Leave Plan:

1 course reduction, 4/5 annual teaching load @95% annual salary;
2 course reduction, 3/5 annual teaching load @75% annual salary; (this is equivalent to a semester of leave);
3 course reduction, 2/5 annual teaching load @55% annual salary;
4 course reduction, 1/5 annual teaching load @35% annual salary;
5 course reduction, 0/5 annual teaching load @15% annual salary; (this implies a year of leave).

In addition, the faculty member may request release from committee work. All benefits are continued, although some income-based benefits (for example, TIAA-CREF) will be adjusted. In accordance with federal regulations, the College provides disability and life insurance for up to twelve weeks and then suspends this coverage until the faculty member resumes regular employment.

Delay of the Tenure Clock and Sabbaticals

Faculty requesting family or short-term disability leave may also request a delay in the tenure-clock from the Provost and Dean of the Faculty. Delays may be granted in one-year increments up to a total of two years, although these years need not be consecutive. For example, a faculty member could delay the clock twice, one year for each child born or adopted before the time of tenure review.

Family leave semesters will count as full-time teaching semesters in determining eligibility for sabbatical leaves. Faculty originally granted a sabbatical leave during a semester in which they subsequently are granted a leave through either the Short-Term Disability plan or the Family Leave Plan may request to defer their sabbatical.

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