



IST Supplement to HRG18 – Paid Parental Leave for Faculty IST_AC-25 Administrative Guideline

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Policy Steward: Dean of IST

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PURPOSE: To identify how the College of IST will implement HRG18 for tenure-line and non-tenure-line faculty in the college.

ELIGIBILITY: This supplement applies to all faculty who do not accrue time off.

DEFINITION: HRG18 defines paid parental leave for faculty as the period of time due to a Qualifying Event during which a faculty member is relieved of all responsibilities while receiving full salary.

A Qualifying Event is defined as the birth, including birth by surrogacy, of a child or children to the faculty member; the placement of a child or children for adoption with the faculty member; or the appointment of the faculty member as the legal guardian to a child or children.

AMOUNT OF PAID TIME OFF:

While the University policy states that faculty are entitled to at least six (6) weeks of paid time off following the Qualifying Event, IST offers our faculty up to twelve (12) weeks of paid time off.

RELEASE FROM TEACHING RESPONSIBILITIES:

In addition to the paid parental addressed above, per HRG18, a faculty member has the option to either take a leave of absence without pay for the rest of the semester or to be relieved of classroom and classroom-related teaching responsibilities at full pay during the semester of the Qualifying Event. For faculty who choose to be relieved of classroom and classroom-related teaching responsibilities, an alternative assignment may be provided depending on the timing of the Qualifying Event and the number of courses the individual is relieved from teaching.

Alternative teaching assignments will be provided based on the number of weeks impacted and the number of courses impacted.

A faculty member teaching X courses who is relieved of classroom teaching responsibilities for Y weeks following paid time off is relieved of $X * Y$ weeks of classroom teaching. No alternative assignments are given for the first 12 weeks. One alternative assignment is given for each additional 16 weeks of relieved classroom teaching.

Example one: If the faculty member were teaching three courses and is relieved of classroom teaching responsibilities for four weeks following the paid time off, they would be relieved of 12 weeks of classroom teaching. $12-12=0$ weeks of relieved classroom teaching to consider. In this scenario, the faculty member would be given no alternative teaching assignments.

Example two: If the faculty member were teaching four courses and is relieved of classroom teaching responsibilities for eight weeks following the paid time off, they would be relieved of 32 weeks of classroom teaching. $32-12 = 20$ weeks of relieved classroom teaching to consider. In this scenario, the faculty member would be given one alternative teaching assignment.

Example three: If the faculty member were teaching eight courses and is relieved of classroom teaching responsibilities for six weeks following the paid time off, they would be relieved of 48 weeks of classroom teaching. $48-12=36$. In this scenario, the faculty member would be given two alternative teaching assignments.

CROSS REFERENCES:

[HRG18](#)

Approved by: Dr. Andrew Sears, Dean 07/1/2022