Chapter 5
Leaves of Absence

The School of Arts and Sciences and the School of Engineering support the continued professional development of faculty members throughout the course of their careers, especially in the areas of scholarship and teaching.

To this end, the schools and the university offer a number of programs designed to enhance professional advancement. These are in the form of leaves, professional travel and research support, and awards for scholarship and teaching.

Academic Leaves of Absence

An academic leave, paid or unpaid, is intended to foster the professional development of a faculty member. The opportunity for taking an academic leave is not guaranteed by Tufts University; rather, it is a privilege. Leave may be granted only when the conditions of the department involved and of the university in general are such that the faculty member's absence, in the dean's assessment, will not seriously impair the interests of the university. No financial remuneration is awarded in lieu of any kind of leave granted but not taken.

Faculty on an academic leave may or may not remain in residence at Tufts. If in residence, however, they are not obligated to teach, hold office hours, serve on committees, nor carry out any of the duties associated with their regular academic appointments. Although faculty members on leave are not required to advise undergraduate students, they are expected to work with the chair to ensure that undergraduate advisees are reassigned for the duration of the leave. Faculty members should ensure that their graduate advisees have adequate supervision for the duration of their leave and should remain in contact with those advisees as appropriate.

Questions regarding benefits while on leave should be addressed to the Office of Human Resources benefits office at 617.627.3270.

Academic Leaves with Pay

Sabbatical Leaves

A sabbatical leave is intended to provide tenured faculty members with opportunities for scholarly development that will contribute to their achievements and the value of their service to Tufts University. A sabbatical recognizes prior scholarly achievements and anticipates future scholarly contributions.

Eligibility and Opportunity

Tufts University does not guarantee the opportunity to take a sabbatical leave. Leave is granted when, in the dean's assessment, the conditions of the department and of the university are such that the faculty member's absence will not seriously impair the interests of the university. Sabbaticals are granted only to tenured faculty members and only with the dean's approval. The candidate for leave shall normally have served in a tenured or tenure-track position at Tufts for at least six years, although the dean may enter into a special agreement concerning the time of the
first sabbatical for a member of the faculty who has been employed by another institution or organization. A faculty member who accepts a sabbatical is expected to return to the university for at least one year in a full-time capacity following the leave. If a faculty member does not return to the university following the leave, the faculty member is responsible for compensating the school for the salary received during the sabbatical. Ordinarily, sabbaticals are granted only if, at the expiration of such leave, the applicant would be eligible for continued service on the faculty of the school for at least one year before retirement.

In certain cases in the School of Arts and Sciences, the relevant dean may count a full year of leave without pay as part of the consecutive years of service, which are a prerequisite to a sabbatical. On the application, an applicant for leave without pay must request that the time be so counted.

If a faculty member defers a sabbatical, the faculty member is eligible for the leave the following year. However, eligibility for a future sabbatical is counted from the year the leave is taken unless the faculty member requests, in writing to the dean, that the current year of service counts toward a future sabbatical.

If a faculty member is eligible for a sabbatical leave but is asked to defer due to departmental constraints, the faculty member may apply in writing to the dean, requesting permission to count the additional year of service toward the accrual for the subsequent sabbatical. This renders the faculty member's sabbatical clock unchanged for future leaves.

**Duration and Compensation**

A sabbatical may involve absence for an academic year at half-salary or for a semester at full salary. A member of the faculty on sabbatical may not receive salary compensation from another institution or organization. This does not preclude acceptance of fellowships that support various research expenses, or of honoraria and travel expenses for invited lectures, or participation in invited seminars or on boards, for example.

**Application for Leave**

A completed application for sabbatical, approved by the department chair, is due in the dean’s office by December 1 preceding the academic year in which the sabbatical is requested. The applicant must have a well-considered, suitable plan for research activity. A detailed written statement of this plan indicating its professional advantages, as well as a current curriculum vitae, must accompany the application.

**Mutual Consent**

The letter from the dean to the applicant approving the leave represents a commitment by the university and the faculty member. Therefore, any changes to the plans for the leave require the written agreement of both parties.

**Required Report**

Within three months of returning to academic duties at the university after a sabbatical leave, the faculty member shall submit a detailed report of activities during the leave to the dean.
Junior Faculty Research Leaves (School of Arts and Sciences)

See related section later in the Handbook on junior faculty research leaves for the School of Engineering.

Research leaves for junior, tenure-track faculty members provide an opportunity to devote oneself full-time to scholarship in preparation for the tenure review.

Eligibility and Opportunity

All tenure-track faculty members are eligible to apply for a junior faculty research leave. However, such leave is not guaranteed, but is granted only when the conditions of the department and of the university are such that in the dean’s judgment, the faculty member’s absence will not seriously impair the interests of the university.

A junior faculty research leave may be taken in the third or fourth year of the probationary period. In some cases, with the approval of the department chair and the dean, the leave may be taken during the fifth year of the probationary period. In no instance may the leave be taken in the academic year in which a tenure application is being reviewed. Taking a junior faculty research leave does not stop the tenure clock or lengthen the probationary period. Faculty members who take a junior faculty research leave are expected to remain at Tufts in a full-time teaching capacity for at least one year following the leave. If a faculty member does not return to the university following the leave, the faculty member is responsible for compensating the school for the salary received during the leave.

Duration and Compensation

The faculty member on junior faculty research leave may be absent from the university for a total of two semesters. Although it is generally advantageous to take this leave in consecutive semesters, exceptions can be made to accommodate departmental needs or the nature of the research.

The faculty member receives full salary for the duration of the leave, up to two semesters. A member of the faculty on a junior faculty research leave may not receive salary compensation from another institution or organization. This does not preclude short-term funding sources such as fellowships that support various research expenses or honoraria and travel expenses for invited lectures or seminars.

The dean will consider requests for a maximum of one additional semester of leave during the pre-tenure period without pay funded from extramural sources over and above the two-semester leave that is internally funded.

It is important to note that faculty members cannot go on leave during the year in which they come up for tenure review (See Chapter 4, Probationary Period).

Application for Junior Faculty Research Leave

A completed application, approved by the department chair, should be sent to the supervising academic dean. The applicant must show a well-considered, suitable plan for research activity designed to contribute to the best interests of the faculty member and the university. A detailed written statement of this plan indicating its professional advantages, as well as a current curriculum vitae, must accompany the application. The chair and departmental mentor, as appropriate, are expected to review a draft of the application with the faculty member. The chair
will also attach to the final proposal an evaluation of the feasibility of the leave plan and of the proposed timetable.

Applications are due in the dean's office by December 1 of the year preceding the academic year in which the first semester of the proposed leave is to occur.

**Mutual Consent**

The letter from the dean to the applicant approving the leave represents a commitment by the university and the faculty member. Therefore, any changes to the plans for the leave require the written agreement of both parties.

**Required Report**

Within three months of returning to the university after a junior faculty research leave, the faculty member must submit a report of activities during the leave to the department chair and the dean. This report should provide sufficient detail in support of how well the proposed goals were met. Faculty members whose leave is not in consecutive semesters must file two reports.

**Junior Faculty Research Leaves (School of Engineering)**

See related section above on junior faculty research leaves for the School of Arts and Sciences.

Research leaves for junior, tenure-track faculty members provide an opportunity to devote oneself full-time to scholarship in preparation for the tenure review.

**Eligibility and Opportunity**

All tenure-track assistant professors in the School of Engineering are eligible to apply for one semester without teaching or service responsibilities during their probationary period.

A junior faculty research leave may be taken in the third or fourth year of the probationary period. In some cases, with the approval of the department chair and the dean, the leave may be taken in the fifth year of the probationary period. The timing of this leave is not guaranteed; it is granted only when the conditions of the department and of the university are such that, in the dean's judgment, the faculty member's absence will not seriously impair the interests of the university. In no instance may the leave be taken in the academic year in which a tenure application is being reviewed. The faculty member must discuss the timing of the leave with the department chair. A faculty member does not stop the tenure clock by taking a junior faculty research leave. Faculty members who take this form of leave are expected to remain at Tufts in a full-time teaching capacity for at least one year following the leave. If a faculty member does not return to the university following the leave, the faculty member is responsible for compensating the school for the salary received during the leave.

**Duration and Compensation**

The faculty member on junior faculty research leave receives full salary for the duration of the semester of leave.

A member of the faculty on a junior faculty research leave may not receive salary compensation from another institution or organization. This does not preclude short-term funding sources such as
fellowships that support various research expenses or honoraria and travel expenses for invited lectures or seminars.

The dean will consider requests for leaves without pay funded from extramural sources in addition to the one-semester leave that is internally funded.

**Application for Junior Faculty Research Leave**

A completed application, approved by the department chair, should be sent to the dean. The applicant must show a well-considered, suitable plan for research activity designed to contribute to the best interests of the faculty member and the university. A detailed written statement of this plan indicating its professional advantages, as well as a current curriculum vitae, must accompany the application. The chair and departmental mentor, as appropriate, are expected to review a draft of the application with the faculty member. The chair will also attach to the final proposal an evaluation of the feasibility of the leave plan and of the proposed timetable.

Applications are due in the dean's office by December 1 of the year preceding the academic year in which the semester of proposed leave is to occur.

**Mutual Consent**

The letter from the dean to the applicant approving the leave represents a commitment by the university and the faculty member. Therefore, any changes to the plans for the leave require the written agreement of both parties.

**Required Report**

Within three months of returning to the university after a junior faculty research leave, the faculty member must submit a report of activities during the leave to the department chair. This report should provide sufficient detail in support of how well the proposed goals were met.

**Supported Research Leaves**

The School of Arts and Sciences and the School of Engineering offer additional types of supported research leaves for tenured faculty members. Such leaves are awarded, for example, on a competitive basis by the Committee on Faculty Research Awards (FRAC) or as compensation for a term of administrative service as a chair of a department or as a dean.

Such leaves are granted only when the conditions of the department and of the university are such that in the dean’s judgment, the faculty member’s absence will not seriously impair the interests of the university. Faculty members who take this form of leave are expected to remain at Tufts in a full-time teaching capacity for at least one year following the leave.

A member of the faculty on a supported research leave may not receive salary compensation from another institution or organization. This does not preclude short-term funding sources such as fellowships that support various research expenses or honoraria and travel expenses for invited lectures or seminars.

If a member of the faculty receives partial support for a research leave, please contact the relevant dean for the policies related to partially supported research leaves.

**Academic Leaves Without Pay**

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Academic leaves without pay, distinct from unpaid personal leaves (described later in this chapter), require approval from the department chair and the dean. This type of leave can be used in cases when the faculty member is engaged in professional activities, such as a fellowship, on behalf of Tufts. This leave may or may not be externally funded.

Usually they are not granted for consecutive periods longer than one academic year. In certain cases in the School of Arts and Sciences, the dean may recommend that a leave be counted among the consecutive years of service that are a prerequisite for a sabbatical. An applicant for an academic leave without pay must request that the time be so counted on the application. Faculty members who take this form of leave are expected to remain at Tufts in a full-time teaching capacity for at least one year following the leave.

The letter from the dean to the applicant approving the leave without pay represents a commitment by both the university and the faculty member. Therefore, changes to plans for the leave require the written consent of both parties.

If a leave without pay is granted for the year in which a tenure-stream faculty member would have been reviewed for the award of tenure, that year normally counts as part of the probationary period, and the review takes place during the leave.

If a faculty member is granted a leave without pay during his/her terminal year at Tufts, the granting of the leave does not extend the appointment beyond the original termination date of the contract.

Nonacademic Leaves of Absence

General Information

A nonacademic leave of absence is required when faculty members will be absent from work for more than two weeks for the purposes of taking parental leave, family illness leave, medical leave, military leave, jury duty, and/or personal leave.

This chapter contains basic information about nonacademic leaves, including a leave eligibility chart, definitions of terms, procedures for applying for and returning from a leave, and information about whom to contact with questions.

Because of the complexity of nonacademic leave policies, faculty members who are considering requesting a leave are strongly encouraged to:

1. Go to the Leave Eligibility Chart and review your eligibility based on your faculty status.
2. Refer to the section on Definitions of Terms for more information.
3. Familiarize yourself with other information in this chapter.
4. Get in touch with the appropriate contact listed below and/or your faculty dean to discuss your individual situation and how the nonacademic leave policies would apply to you.

Nonacademic Leave Contacts:

- Arts & Sciences: Inez McCarthy, Faculty Affairs Officer, 617.627.3708, inez.mccarthy@tufts.edu
- Engineering: Sarah Richmond, Special Projects Coordinator, 617.627.3754, sarah.richmond@tufts.edu

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• AS&E: Margery Davies, Associate Dean of Faculty Affairs, 617.627.3385, margery.davies@tufts.edu
Leave Eligibility Chart

A nonacademic leave of absence may be granted for a number of reasons. Nonacademic leaves include parental leave, family illness leave, medical leave, military leave, jury duty, and/or personal leave. Policies for these leaves are complex, and vary according to:

- Length of employment at Tufts
- Employment status – full-time benefits-eligible, part-time benefits-eligible, part-time nonbenefits-eligible
- Tenure status – tenure-track/tenured or nontenure-track
- Paid or unpaid leave
- Length of leave

The following eligibility chart provides basic information about the different types of nonacademic leaves for which faculty members may be eligible. To use the chart, a faculty member should find the row that matches his/her faculty status, and then find the column for the type of leave under consideration. For definitions of terms used in the chart and expanded information, please go to the section on Definitions of Terms.

Please see Leave Eligibility Chart for details. (To print this PDF, please note that this document requires legal size paper, 8 ½” x 14”)

Applying for a Leave

The standard process for a faculty member requesting a foreseeable leave of absence follows. In an emergency, please immediately contact the faculty dean or the appropriate school contact listed below.

1. Complete a Nonacademic Leave Request Form, which can be found at the Secretary of the Faculty’s website, or obtain one from one of the Nonacademic Leave Contacts.

2. Send the completed form with as much notice as is practical to:
   - Arts & Sciences: Inez McCarthy, Faculty Affairs Officer, p) 617.627.3708, inez.mccarthy@tufts.edu
   - Engineering: Sarah Richmond, Special Projects Coordinator, p) 617.627.3754, sarah.richmond@tufts.edu

Once the leave request form has been received, follow-up information will be sent to the faculty member. It is the responsibility of the faculty member to provide any required documentation in support of the leave request.

Once approved, the faculty member will receive a letter confirming the leave and its terms, including: length of leave, pay, benefits, job protection, and steps to be taken at the end of a leave.

Returning from a Leave

If returning from medical leave, or from parental leave taken in conjunction with pregnancy or childbirth, a faculty member will be required to provide a Fitness for Duty Form (medical certification) confirming his/her ability to return to work.

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If it is determined that the faculty member is unable to return to work, he/she may be eligible for Long Term Disability (LTD) if certain requirements are met and the LTD benefit was elected prior to going on leave. For more information about LTD, please visit the HR Benefits website, http://hr.tufts.edu/benefits/long-term-disability-plan/, or contact the Human Resources Benefits Office at 617.627.3270.

If a faculty member can only return to work in a reduced capacity, he/she may be eligible for an Americans with Disabilities Act (ADA) job accommodation. For more information about your right to job accommodation, please contact the Office of Equal Opportunity at 617.627.3298.

In some cases, a faculty member returning from other types of nonacademic leave may be required to provide a Fitness for Duty Form (medical certification) confirming his/her ability to return to work in his/her previous capacity. Please consult with the Nonacademic Leave Contact for clarification.

To request additional leave, please consult with the Nonacademic Leave Contact or faculty dean to discuss further options.

If a faculty member is medically released to return to work and fails either to return to work or to provide a timely and acceptable explanation, the faculty member's conduct will be treated as a voluntary resignation. If the faculty member decides not to return to Tufts following an authorized leave, the university will end the leave and employment will terminate.

Definitions of Terms
This section contains definitions of terms and expanded information about the following:

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Adjustment of Faculty Duties for Nontenure-Track Faculty. Depending on the beginning and end dates of a parental, family illness, or medical leave, a nontenure-track (full-time and part-time benefits eligible) faculty member's duties may be adjusted to accommodate curricular and departmental needs during the semester(s) in which the leave occurs. This adjustment of duties is not a leave, and would take place before or after the dates of the leave. The department chair and academic dean must approve the timing and scope of the faculty member's adjusted duties – if possible, before leave is taken.

Benefits Eligible. Depending on his/her employment status, a faculty member is eligible for benefit plans described on the Tufts Human Resources website.

Current Employment Status. Current employment status, as referenced in the Leave Eligibility Chart, is a faculty member's status at the time leave is to begin:
- Full-time benefits eligible
- Part-time benefits eligible
- Part-time nonbenefits eligible

Definition of Family Member.
University Definitions:
- “Relative” (under Family Sick Days): “A spouse, qualified same-sex domestic partner, parent, child, sibling, grandparent, or grandchild of the employee or of the employee’s spouse. Relatives also include “step” relationships such as stepchild and stepparent and in-law relationships, such as brother/sister-in-law, and mother/father-in-law.” (Tufts University Employee Handbook, page 40)
- “Elderly Relative” (under Small Necessities Leave Act): “An individual at least sixty years of age who is related by blood or marriage to the employee. This policy will also cover the same-sex “domestic partner” of an employee who has submitted the required affidavit for same-sex domestic partners.” (Tufts University Employee Handbook, page 51)

FMLA definition:
- “Spouse, son or daughter, or parent.”

Faculty Rank. The university recognizes the professorial ranks of: professor, associate professor, and assistant professor. These professorial ranks may be modified by the use of words such as “research,” “emeritus” or “emerita,” “visiting,” “practice,” and/or “adjunct.” All such modified professorial appointments and all appointments to lecturer and senior lecturer are nontenure-track.

Family and Medical Leave Act (FMLA). The Family and Medical Leave Act (FMLA) is a federal requirement the university must abide by. The FMLA requires covered employers to provide up to twelve weeks of unpaid, job-protected leave to eligible employees for the following reasons:

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- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Faculty Eligibility for FMLA
- To be eligible for FMLA leave, a faculty member must have worked for the university for at least twelve months, and for at least 1250 hours in the year preceding a requested leave, and must have worked at a worksite within seventy-five miles of a Tufts worksite that employs at least fifty employees.
- A faculty member meets the FMLA eligibility requirement of having worked at least 1250 hours over the previous 12 months, if he/she has worked at least half time for two consecutive semesters during the twelve months preceding a requested leave.

For more information about the Family and Medical Leave Act (FMLA) refer to Family and Medical Leave Act (FMLA) in the Tufts University Employee Handbook.

The leave application process for faculty is described within this chapter of the AS&E Faculty Handbook in the section on Applying for Leave. Please note that the staff application process for leave differs from that for faculty.

Family Illness Leave. Leave taken due to the serious health condition of the faculty member’s qualified family member.

When possible, the faculty member will be expected to work with the department chair to develop a plan for covering his/her teaching and service responsibilities for the duration of the family illness leave. All leave coverage plans must be approved by the academic dean. See also Teaching Relief and Adjustment of Faculty Duties.

Job Protection. Job protection allows a faculty member to be reinstated to his/her job at the conclusion of an approved nonacademic leave of absence. Job protection is available only for eligible leaves that have been approved by the appropriate dean’s office. The university cannot guarantee job protection for faculty whose leave of absence extends beyond the job protection period or the end of their contract. For more information, contact one of the Nonacademic Leave Contacts.

Upon returning to work, and during the applicable job protection period, the faculty member typically will be reinstated to the position he/she held just prior to the leave of absence. If the faculty member returns to work after the applicable job protection period, and the faculty member’s previous position is no longer available, Tufts may offer the faculty member a similar position for which he/she is qualified, if any such positions are available. If there are no such positions available, the faculty member may be discharged from employment, and benefits will end as they would for any faculty member ending employment with the university.

Jury Duty. Leave taken pursuant to a lawful jury summons. As soon as a faculty member is made aware of the date he/she will be required to serve, the department chair must be notified. A leave application will be required if jury duty will interfere with the faculty member’s ability to perform his/her duties.

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The university grants paid leave for the purposes of jury duty for all full-time and part-time faculty members. The university will pay the difference between the faculty member’s regular university pay and jury duty pay for as long as the faculty member is required to serve. The university will continue to pay a faculty member’s salary for the entire period served. Therefore, the faculty member must endorse to the Human Resources Service Center the weekly checks received from the court. If the amount paid by the court exceeds the faculty member’s regular earnings (as in the case of some part-time faculty members), the faculty member has the option to retain the greater amount. If the greater amount is the jury duty pay, then the faculty member must be put on unpaid leave and will be responsible for paying for his/her own taxes and benefit deductions. For more information, please contact the Human Resources Service Center at 617.627.3075.

Length of Service. The length of time a faculty member has been continuously employed with the university. “One Year” equals twelve calendar months.

Long Term Disability (LTD). This program, administered by Prudential Insurance Company of America, provides financial protection in an amount equal to 40% or 60% of your basic monthly earnings to a maximum monthly benefit of $10,000. Because LTD premiums are paid by employees with post tax dollars, LTD benefits are tax-free. In order to be eligible for LTD coverage, a faculty member must be eligible for benefits and must have elected to participate in the university’s Long Term Disability Plan (LTD) prior to the start date of a leave. If the employee chooses LTD at any time other than as a New Hire, the employee must complete an Evidence of Insurability Form and be approved for coverage by Prudential. This benefit has a pre-existing condition limitation that will apply during an employee’s first year on the plan or when coverage is increased.

If LTD benefits are applied for and approved, benefits begin after 180 days of continuous disability. For qualified disabilities that begin prior to age sixty, LTD benefits are payable to your normal social security retirement age. For qualified disabilities beginning after age sixty, LTD benefits are pro-rated to age seventy with a minimum duration of twelve months. Enhanced benefits include a conversion provision and a critical illness benefit. When LTD ends, if an employee does not return to active employment, he/she is terminated from the university, but may be eligible for retiree health benefits at that time. Details regarding LTD benefits are available on the Tufts University HR Benefits website at: http://hr.tufts.edu/benefits/long-term-disability-plan/.

Massachusetts Maternity Leave Act (MMLA). For women who are employed full-time, the Massachusetts Maternity Leave Act (MMLA) provides for eight weeks of unpaid, job-protected leave for the purpose of giving birth or adopting a child. For more details about the provisions of the MMLA, consult one of the nonacademic leave contacts, or see the Maternity Leave Act on the official website of the Massachusetts Commission Against Discrimination.

Medical Leave. Leave taken due to a serious health condition that renders the faculty member unable to perform his/her job. If a faculty member is absent for two weeks or less because of a health condition that renders him/her unable to perform his/her job, an application for medical leave would not be required. Beginning with the third consecutive week of absence, the faculty member must apply for medical leave. If the medical leave is approved, the effective date of the medical leave will then be retroactive to the first day of absence from the university.

When possible, the faculty member will be expected to work with the department chair to develop a plan for covering his/her teaching and service responsibilities for the duration of the medical leave.
All leave coverage plans must be approved by the academic dean. See also: Teaching Relief and Adjustment of Faculty Duties.


Other Employment While on Nonacademic Leave. A faculty member on a nonacademic leave of absence may not work at another job on either a full-time or part-time basis.

Paid Sick Time. An employment benefit in the form of paid time off to be used due to a faculty member's temporary inability to perform duties because of sickness or disability. Paid sick time may also be applied toward other types of qualifying and approved leaves, such as parental leave, family illness leave, and Qualified Exigency Leave or Military Caregiver Leave. A benefits-eligible faculty member has up to six months of paid sick time, which is replenished based upon a rolling calendar year, i.e., one year from time used.

Parental Leave. Leave taken by a faculty member for the purposes of giving birth; preparing for or participating in the birth, adoption, or foster care of his/her child; and/or caring for his/her newborn or newly adopted or foster child.

Paid Parental Leave: Twelve weeks of paid parental leave (assuming sufficient available paid sick leave) may be taken by a faculty member who has claimed primary caregiver status. Parental leave must be taken in one uninterrupted block from the time of birth, adoption, or placement of the child with the faculty member, in order for the leave to be paid. If the faculty member is a parent but does not claim primary caregiver status, he/she may take a paid leave of up to two consecutive weeks for the purposes outlined above.

Unpaid Parental Leave: Unpaid parental leave may be taken by a faculty member who is a parent, and has completed one year of employment. Unpaid parental leave of twelve weeks must be taken in its entirety within twelve months of the arrival of the child. Note that this twelve-week unpaid parental leave may be taken instead of, but not in addition to, a twelve-week paid parental leave. If both parents are employed by the university: Only one parent may claim primary caregiver status at a time. The two parents are allowed to take combined parental leaves totaling eight or twelve leave weeks, depending on the parents' length of university service and benefits eligibility.

Personal Leave. Upon application by a faculty member and at the discretion of the school, an unpaid personal leave may be granted for reasons of compelling personal circumstance that make it impossible or difficult for a faculty member to be at work. Requests for personal leave will be considered subject to the needs of the department and on a case-by-case basis. Personal leave must be approved in advance by the department chair and the academic dean. Personal leave normally does not exceed six months. During the period of a personal leave, the university does not contribute to the cost of any benefits. If a faculty member wishes to retain coverage, he/she must pay the full cost of the benefits. A faculty member should consult the Tufts Human Resources Benefits Office at 617.627.3270 to discuss benefits coverage and costs.

Primary Caregiver Status. Only one parent may be designated as the primary caregiver at any one time during a parental leave of absence. To claim primary caregiver status, faculty members are required to sign a Primary Caregiver Affidavit for Paid Faculty Parental Leave form to certify that the faculty member taking the leave of absence is the primary caregiver of a newborn or newly
placed child who is under the age of eighteen; or, in the case of a child who is eighteen years of age or older, who is incapable of self-care.

Renewal of Leave Eligibility. Please see Rolling Calendar Year.

Renewal of Sick Bank: Benefits eligible faculty members have up to six months of paid sick time available to them. Available paid sick time may be used toward approved parental, family illness, or medical leaves. Renewal of one’s six-month sick bank begins one year from the first day paid sick time was used for a leave, under the rolling calendar year method. The accrual is done on the first of the month, and aggregates any sick time taken during that month in the previous year. Please see Rolling Calendar Year.

Rolling Calendar Year: The rolling calendar year method is used by the university to determine renewal for FMLA leave eligibility and renewal of sick bank days. A “rolling” twelve-month period measures backward from the first day an employee uses any leave or sick bank days. The total amount of FMLA leave time the faculty member has used during the previous twelve months is subtracted from the employee’s twelve-week FMLA leave allotment to determine available FMLA leave. The total amount of sick time the faculty member has used during the previous twelve months is subtracted from the employee’s six-month sick bank allotment to determine available paid sick time.

Serious Health Condition. A serious health condition includes an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the faculty member from performing the functions of his/her job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy or a chronic medical condition. Other conditions may also meet the definition of continuing treatment.

A serious health condition is certified by the completion of the Certification of Health Care Provider form (DOL forms WH-380-E or WH-380-F).

Teaching Relief. The intent of teaching relief is to adjust for time a tenure-track/tenured faculty member loses toward his/her research and scholarship because of a nonacademic leave. Teaching relief is not a leave and takes place before or after the nonacademic leave. Depending on the timing of the leave, up to one semester of teaching relief is available to tenure-track/tenured faculty members only. Teaching relief is automatic for parental, family illness, and medical leaves of twelve weeks or longer. In the case of a parental, family illness, or medical leave that lasts less than twelve weeks, teaching relief must be requested and may be approved at the discretion of the academic dean.

Teaching relief provides relief from regular teaching duties, which may include: course instruction, lab instruction, and advising. During the period of teaching relief, the faculty member is expected to continue his/her scholarship and service responsibilities. The department chair and academic dean must approve the timing and scope of the teaching relief, and the faculty member’s nonteaching-related responsibilities – if possible, before leave is taken.
Guidelines for determining during which semester teaching relief will occur:
As a general rule, teaching relief takes place for the balance of the semester during which the parental, family illness, or medical leave occurs – either before or after the leave, depending on the timing.

- In cases where leave spans two semesters, teaching relief occurs during the semester in which the faculty member will be absent most while on leave.
- If the majority of a leave takes place during the summer months of June, July, and August, teaching relief occurs during the following fall semester.

Tenure Review Deferral: Below are the policies on tenure review deferral (i.e., stopping the tenure clock):

Policy on Automatic Tenure Review Deferral for Parental Leave:
As of September 1, 2013, tenure review for tenure-track faculty members will be automatically deferred for one year due to the birth, adoption, or placement of a child for whom they are the primary caregiver. In order to implement this automatic deferral, a faculty member must declare that he/she is the primary caregiver, and must take a parental leave. The faculty member must submit the Nonacademic Leave Request Form, including the Primary Caregiver Affidavit for Paid Faculty Parental Leave form, within three months of the birth, adoption, or placement of the child. If the leave is to take place in the academic year preceding the tenure review, faculty members must submit the application for parental leave by May 1 of that year. Faculty members will receive up to two automatic tenure deferrals for parental leaves, and may request additional deferrals, to be granted at the discretion of the dean. A faculty member may opt out of this year of tenure review deferral, or may simply later decide to come up early for tenure review.

Policy on Automatic Tenure Review Deferral for Family Illness Leave and Medical Leave:
As of September 1, 2013, tenure review for tenure-track faculty members will be automatically deferred for one year due to either a family illness leave of twelve weeks or longer, or a medical leave of twelve weeks or longer. If the leave is to take place in the academic year preceding the tenure review, faculty members must submit the application for family illness or medical leave by May 1 of that year. Faculty members will receive up to two automatic tenure deferrals for family illness and/or medical leaves, and may request additional deferrals, to be granted at the discretion of the dean. Faculty members may also request tenure review deferrals for family illness/medical leaves of less than twelve weeks, to be granted at the discretion of the dean. A faculty member may opt out of this year of tenure review deferral, or may simply later decide to come up early for tenure review.

Tenure Status: The different tenure statuses are:

- Tenured
- Tenure-track
- Nontenure-track

More information about each tenure status is available in Chapter 2.

Vacation. Faculty members on academic year contracts are not eligible for, or compensated for, vacation time.