II-2.25(A) UNIVERSITY OF MARYLAND POLICY ON FACULTY PARENTAL LEAVE AND OTHER FAMILY SUPPORTS  
(Approved by the President November 1, 2012; amended October 7, 2016)

I. Purpose & Eligibility Period

This policy is intended to support faculty in balancing professional and family demands before and after the birth or adoption of a child through a combination of measures to promote a “family-friendly” environment. These measures include:

a. A minimum assured period of paid Parental Leave of eight (8) work weeks;  
b. Eligibility for a Modified Duty Family Support Plan;  
c. Extension of Time for Tenure Review for new parents; 
d. Availability of lactation facilities.

The term “Parental Leave” is used in this Policy to refer to the entirety of the paid leave period available to eligible faculty to care for children new to the family. Up to eight (8) work weeks of Parental Leave is available through a combination of paid leave charged to a faculty member’s accrued leave balance and/or Assured Parental Leave provided by the University. Parental Leave is just one component of the family support measures provided under this Policy.

The eligibility period for Parental Leave and all other family support measures under this Policy involves an 18 month period extending from 6 months prior through 12 months following the birth or adoption of a child (or children).

II. Assured Minimum Parental Leave

Each eligible faculty member shall be assured a period of up to eight (8) work weeks (i.e., forty (40) work days) of paid parental leave to care for a new child (or children), as follows:

A. Nature of Leave: Parental Leave shall be charged to an individual faculty member’s accrued annual leave, sick leave, personal leave or collegial leave, if applicable, to be supplemented by the institution with additional paid leave days (referred to as “Assured Parental Leave”) to attain a period of eight (8) work weeks of paid Parental Leave. No institutional work-related duties are required of the faculty member by the University while on Parental Leave.

B. Applicability: The eight (8) work weeks of paid leave is available beginning six (6) months before and up to twelve (12) months after either:

   1. The birth of a newborn; or  
   2. The placement of a child for adoption or foster care under the age of six (6).
C. Eligibility: Parental Leave applies to all full-time and part-time tenured and tenure-track faculty, professional track faculty, and all librarian faculty, with appointments of at least 50% FTE.

1. Assured Parental Leave shall be pro-rated for eligible part-time faculty.
2. Use of Parental Leave does not require the faculty member to submit medical documentation or proof of placement of a child for adoption or foster care.
3. If a child’s parents are both faculty employed by the same institution, both may be eligible for paid parental leave up to the eight (8) work week maximum as follows:
   a. Both parents may use accrued annual, sick, personal, or collegial leave concurrently with the birth of a child or placement of a child under the age of six (6) for adoption or foster care;
   b. At the time a faculty member takes Parental Leave, they should be acting as primary caregiver. In some cases, there will be two UMD parents eligible for Parental Leave. Either UMD employee parent may be considered the “primary caregiver” at any time, as long as both parents are not the “primary caregiver” for the same time period on the same day.
   c. The primary caregiver stipulation specified in II.C.3.b only applies when a faculty member is relying on Assured Parental Leave, rather than on his/her own accrued annual, sick, or personal leave. Assured Parental Leave may only be used by one parent on a given workday, but if one parent is using Assured Parental Leave, the other parent may use his/her own accrued leave at the same time. Both UMD parents may use Parental Leave simultaneously by alternating between use of Assured Parental Leave and their own accrued leave.
4. To be eligible for parental leave, an instructional faculty member must have been employed by the institution for at least one semester and a non-instructional faculty member for at least six (6) months.
5. A faculty member may be eligible for Parental Leave under this Policy on one occasion in a given 12-month period, and on three occasions during the duration of the faculty member’s employment with the University System of Maryland. Any additional periods of Parental Leave require the approval of the President, or the President’s designee.

III. Modified Duty Family Support Plan

Each eligible faculty member also shall have the opportunity to request a period of time during which their institutional work duties are reduced or modified without a reduction of salary known as a Modified Duty Family Support Plan (the “Plan”). The Plan is intended to provide support for a new parent while assuring that continuity in student instruction and other critical faculty duties are not disrupted. Note: Modified duties are neither required nor expected during the period of up to eight (8) work weeks of Parental Leave.

A. Plan Development: A written memorandum of understanding documenting the Plan will be developed jointly by the faculty member and department chair, or the designee of the chair or the dean, upon request of the faculty member.
1. If the faculty member and department chair are unable to finalize the Plan, or if an agreed-upon Plan requires additional resources, the appropriate dean or other academic affairs administrator will participate in completing the Plan.
2. Each completed Plan will be shared with the appropriate dean or other academic affairs administrator.

B. Plan Content: The Plan will allow the faculty member to reduce or otherwise modify workload during the period of eligibility, through a combination of:

1. Leave, including:
   a. Exhaustion of all accrued annual, personal, holiday and sick leave;
   b. Additional paid parental leave, as needed up to the eight (8) work week total;
   c. Collegial sick leave, as available;
   d. Unpaid leave, up to the twelve (12) week (i.e., sixty (60) work day) limit under the University Faculty Family Medical Leave Act Policy, II-2.31(A);
2. Workload modifications, to the extent authorized by the institution and feasible within the faculty member’s department, which may include:
   a. Part-time employment;
   b. Redistribution of duties to substitute a teaching assignment with other departmental or academic service; and/or
   c. Other options identified by the institution or department.

C. Eligibility: All faculty who meet the eligibility standards of Section II. C. 1 through 5 are eligible for the benefits of a Modified Duty Family Support Plan, subject to terms and conditions stated below:

1. Faculty with Instructional Responsibilities are entitled to a release from classroom teaching duties and service responsibilities for one semester in the period in which parental leave is taken. For example, faculty taking parental leave for the initial eight (8) weeks of an academic semester shall be eligible for a Modified Duty Family Support Plan during the remaining weeks of the semester, i.e., no classroom teaching responsibilities.
   a. During the period of the Modified Duty Family Support Plan, faculty members with instructional responsibilities are expected to continue to perform other non-classroom instructional duties for which they are ordinarily responsible, such as advising graduate students, as well as to sustain their research/creative activities as applicable.
   b. Instructional faculty utilizing a Modified Duty Family Support Plan pursuant to this policy shall not be required to offset the reduced classroom course load during the period of modified duty by making up the load in another semester.
2. Faculty without Instructional Responsibilities are entitled to a Modified Duty Family Support Plan for a period of up to six (6) weeks in addition to the eight (8) weeks of paid Parental Leave, subject to any limits established by contract or grant by the funding agency responsible for a research faculty member’s
salary support. The exact nature and schedule of the Modified Duty Family Support Plan shall be defined and approved by the Chair or Unit head as set forth in III.A.

3. The period of the Modified Duty Family Support Plan will normally extend from 6 months prior to 12 months following the birth or placement of a child for adoption or foster care.
   a. The combined period of Paid Parental Leave and the Modified Duty Family Support Plan must be concluded within twelve (12) months of the birth or placement of the child for adoption or foster care.
   b. A Modified Duty Family Support Plan is available to both faculty parents, and is typically taken on a sequential basis. A Modified Duty Family Support Plan may be available to both faculty parents on a simultaneous basis when the health or personal situation of one or more family members requires it, provided the faculty members adhere to the eligibility requirements noted above regarding primary caregiver.
   c. Both faculty parents are expected to coordinate leave arrangements so that the combined period of Paid Parental Leave and the Modified Duty Family Support Plan are not exceeded.
   d. To minimize hardship of the department/unit, faculty are expected to notify their chair or unit head, and, if applicable, the Dean, at least two (2) months in advance of the date of expected use. Notice should include the projected date of birth of the child or expected date of the child’s placement through adoption or foster care, as feasible.

IV. Extension of Time for Tenure/Permanent Status Review

Faculty are entitled to an extension of time before mandatory tenure review or review for permanent status in accordance with II-1.00(D) University of Maryland Policy on Extension of Time for Tenure Review Due to Personal and Professional Circumstances (“UM Tenure Extension Policy”). Among other provisions, the UM Tenure Extension Policy provides that any tenure-track faculty member or faculty member eligible for permanent status who becomes the parent of a child by birth or adoption will automatically be granted a one-year extension of the deadline for review by the provost, upon mandatory written notification by the faculty member’s department. A second automatic extension for the birth or adoption of another child will be granted as long as the total number of all extensions does not exceed two.

V. Supports for Nursing Mothers

The University shall provide space at reasonable locations on campus where faculty who are nursing mothers may breastfeed or express milk.

   A. The areas must be shielded from view and free from intrusion by others.
   B. A bathroom or restroom may not be designated as a lactation facility.
C. The space may be a private area in a larger room, or a private room that is reliably made available for nursing mothers whenever needed but may otherwise be used for different functions.

D. The area shall be equipped with seating, a table or other flat surface, an electrical outlet and nearby access to a sink.

E. The requirement for lactation facilities and their availability for the purpose of breastfeeding a child are subject to University policies governing the circumstances when children of employees may be present in the workplace.

VI. Protections for Faculty

A. No faculty member shall be discriminated against or otherwise experience reprisals in any appointment, evaluation, promotion, tenure or other employment-related process as a result of utilizing paid parental leave, modified duty family support plans or other supports provided in this policy.

B. Appeals: Faculty may appeal part time or modified duty agreement decisions for both procedural and substantive reasons. Faculty may bring the matter to the attention of the Faculty Ombuds Officer and seek a review in accordance with the procedures of the University of Maryland Policy governing faculty grievances (University of Maryland Policy II-4.00[A]).

VII. Implementation

A. Paid Parental Leave and Modified Duty Family Support Plan: Eligible faculty shall have access to paid parent leave and modified duty family support plans beginning in the Fall 2012 semester.

B. Supports for Nursing Mothers: Implementation of these requirements shall occur no later than December 31, 2012.