

Summary of Faculty Leave and Related Policies

EVPP
1/31/06

LEAVE TYPE	POLICY Source	ELIGIBLE FACULTY	PAID/ unpaid	STOPS "CLOCK"		REMARKS
Family Medical Leave (FML)	HOP 7.F.4	All*	P/U depending on status of accrued leave balances	Paid: No Yes	Unpaid:	<ul style="list-style-type: none"> • Maximum duration of 12 weeks/480 hours; • Must have been employed for total of at least 12 mos and have worked at least 1,250 hours during 12 mos prior to commencement of requested leave; • Can be used on intermittent or reduced schedule basis; • Requires concurrent use of any paid leave (i.e., sick leave, floating holiday); • Advance notice required when foreseeable; when not possible, as soon as practicable but within 2 business days after learning of the need for the leave; • UT will continue to contribute its share of premiums for employee's health insurance during FML period of up to 12 weeks; • Certification of health care provider required within 15 calendar days of receipt of form in HRS; • Report use on Monthly Report of Sick Leave Taken form; • Return to Work Certification required.
Sick Leave	HOP 7.F.11	All*	P	No		<ul style="list-style-type: none"> • Full time earn 8 hours/mo; part time, proportional to percent time appointed; • Maximum leave = available accrued sick leave balance at start of a qualifying event; • Certification of licensed practioner may be required for absences greater than 3 days in length; • Report use on Monthly Report of Sick Leave Taken form; • Return to Work Certification may be required.
Sick Leave Pool	HOP 7.F.12	All*	P	No		<ul style="list-style-type: none"> • Maximum award is 720 hours (18 weeks) per condition; • Employee must have exhausted all accrued and available leave; • Requires written statement (form) from licensed practitioner; • Severe condition or combination of conditions that would result in death if not treated promptly; • UT will continue to contribute its share of premiums for employee's health insurance; • Report use on Monthly Report of Sick Leave Taken form.
Parental Leave	HOP 7.F.10	All*	P/U	Paid: No Unpaid: Yes		<ul style="list-style-type: none"> • Maximum leave = 12 weeks/480 hours, therefore; • Applies to employees w/ less than 12 mos. state service or less than 1,250 hours worked in preceding 12 mos; • Concurrent use of any leave (i.e., sick leave, floating holiday) required; • Report on Monthly Report of Sick Leave Taken form.

*Applies to any faculty employee appointed to work at least 50 % time for a period of 4 1/2 continuous months.

Foster Parent Leave	HOP 7.F.5	All*	P	No	<ul style="list-style-type: none"> • Paid administrative leave for qualified purposes for foster parent to a child under the Dept of Protective & Regulatory Services conservatorship, to attend meetings in accordance w/state law; • Report on Monthly Report of Faculty Sick Leave Taken form.
Leave w/o Pay	HOP 3.10	All*	U	Yes	<ul style="list-style-type: none"> • When used for purposes that would qualify for FML and sick leave, employee must exhaust available sick leave and floating holiday balances; • Must complete and submit Faculty Leave Request form; • Appointment percent time reduced in accordance with approved leave terms; • Employee is responsible for paying premium amount directly to UT; • Approved up to one year at a time. One-year extension possible for a total of two consecutive years maximum.
Release time	HOP 3.10	T&TT; NTT	P	No	<ul style="list-style-type: none"> • Faculty member released from faculty salaries budget is paid from another funding source(s) administered by UT; • Includes appointments to contract/grants and Faculty Research Assignments; • Faculty member must submit Faculty Leave Request form; • NTT: applies in accordance w/ contract terms.
Holiday Leave	HOP 7.F.6	All*	P	No	<ul style="list-style-type: none"> • Based on total number of days provided by Legislature which may include some number of hours of floating holiday; • Unused floating holiday time carries over from one year to the next; • Floating holiday may be applied to sick leave taken but not covered by accrued sick leave balance; • Holiday leave for those appointed less than full-time is based on the percent time appointed; • Report use on Monthly Report of Sick Leave Taken form.
Miscellaneous	HOP 7.F.x	All*	Variable		<ul style="list-style-type: none"> • Emergency Responder, Jury Duty, Witness Service, Military Leave, etc.; • Report use on Monthly Report of Sick Leave Taken form.
RELATED POLICIES					
Extension of Probationary Period	HOP 3.11	TT	P	Extends Clock	<ul style="list-style-type: none"> • Applies when qualifying personal circumstances impede progress toward achieving tenure; • Approved one year at a time for a maximum of 2 years; • Must apply no later than the end of the spring semester before the faculty member's sixth year of full-time probationary service (up/out year).
Modification of Instructional Duties	HOP 5.B.1	Full-time T,TT & NTT	P	No	<ul style="list-style-type: none"> • Modifies normal classroom teaching duties only for period of one semester; • Allows for equivalent academic service as approved in work proposal that defines need, work product and method of evaluation by chair or dean; • Does not apply to situations where use of sick leave is appropriate.

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