### Summary of Faculty Leave and Related Policies

<table>
<thead>
<tr>
<th>LEAVE TYPE</th>
<th>POLICY SOURCE</th>
<th>ELIGIBLE FACULTY</th>
<th>PAID/ UNPAID</th>
<th>STOPS “CLOCK”</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family and Medical Leave</td>
<td>HOP 7.F.4</td>
<td>All*</td>
<td>P/U</td>
<td>Paid: No</td>
<td>Maximum duration of 12 weeks/480 hours; Must have been employed for total of at least 12 months and have worked at least 1,250 hours during 12 months 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.</td>
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<tr>
<td>(FML)</td>
<td></td>
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<td></td>
<td>Unpaid: Yes</td>
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<tr>
<td>Sick Leave</td>
<td>HOP 7.F.11</td>
<td>All*</td>
<td>P</td>
<td>No</td>
<td>Full-time earn 8 hours/mo; part time, proportional to percent time appointed; Maximum award = available sick leave balance at start of qualifying event; Certification of licensed practitioner 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.</td>
</tr>
<tr>
<td>Sick Leave Pool</td>
<td>HOP 7.F.12</td>
<td>All*</td>
<td>P</td>
<td>No</td>
<td>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.</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>HOP 7.F.10</td>
<td>All*</td>
<td>P/U</td>
<td>Paid: No</td>
<td>Maximum leave = 12 weeks/480 hours, therefore; Applies to employees with less than 12 months state service or less than 1,250 hours worked in preceding 12 months; Concurrent use of any leave (i.e., sick leave, floating holiday) required; Report on Monthly Report of Sick Leave Taken form.</td>
</tr>
<tr>
<td>Foster Parent Leave</td>
<td>HOP 7.F.5</td>
<td>All*</td>
<td>P</td>
<td>No</td>
<td>Paid administrative leave for qualified purposes for foster parent to a child under the Dept of Protective &amp; Regulatory Services conservatorship, to attend meetings in accordance with state law; Report on Monthly Report of Faculty Sick Leave Taken form.</td>
</tr>
</tbody>
</table>

*Applies to any faculty employee appointed to work at least 50% time for a period of 4 1/2 continuous months.
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**LEAVE TYPE** | **POLICY SOURCE** | **ELIGIBLE FACULTY** | **PAID/ UNPAID** | **STOPS “CLOCK”** | **REMARKS**
---|---|---|---|---|---
Leave w/o Pay | HOP 3.10 | All* | U | Yes | • 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 | • 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 with contract terms.

Holiday Leave | HOP 7.F.6 | All* | P | No | • 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 | • 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 | • Applies when qualifying personal circumstances impede progress toward achieving tenure;  
• Extension is automatic for reasons of childbirth and/or adoption;  
• Approved one year at a time for a maximum of 2 years;  
• Application deadline: 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 | • 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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