

UNIVERSITY OF MIAMI

PARENTAL WORKLOAD RELIEF REQUEST FORM

Name:

Date:

Rank:

Department:

I am hereby requesting Parental Workload Relief for the care of
(name): _____ born/adopted on (date): _____ for the following period:

- Full Parental Workload Relief from teaching/administrative duties during the:
 Fall semester Spring semester

- Half Relief from teaching/administrative duties during the Academic Year of _____

I certify that I have primary responsibility for the care of a newborn infant or newly adopted child.

I agree to return for one full year at the end of this period of Parental Workload Relief.

I understand that this request is in accordance with the Faculty Parental Leave and Workload Relief policy, as specified in the Faculty Manual (C17.7 of the 6/1/09 edition).

Signed _____ Date: _____
Faculty Member

Chair/Dean: Please indicate applicant's normal teaching load and administrative duties to be reassigned during the requested period of Parental Workload Relief. _____

Signed _____ Date: _____
Departmental/Division Chair

Signed _____ Date: _____
Dean (or designee)

Signed _____ Date: _____
Vice Provost

Faculty Manual - C17.7: Faculty Parental Leave and Workload Relief

1. This policy is intended to provide additional benefits (paid and unpaid), beyond those set forth in the FMLA as described below, and does not in any way diminish any rights or benefits to which a faculty member may be entitled under the FMLA.
2. Under the Family and Medical Leave Act ("FMLA"), an eligible faculty member may take unpaid leave of up to 12 weeks for the birth of the faculty member's child and/or in order to care for the infant child or for a child who has been placed with the faculty member for adoption or foster care. If both parents are employed by the University, FMLA leave is a combined 12 week leave between both parents. Detailed information regarding rights and obligations under the FMLA is available in the Office of Faculty Affairs.
3. Members of the REGULAR, LIBRARIAN and EDUCATOR FACULTY (with the exception of those at the rank of Instructor and UMMG members) who hold appointments of at least .50 FTE, and full-time Senior Lecturers are eligible for additional benefits (beyond those provided by the FMLA) upon employment. Members of the RESEARCH FACULTY and the University of Miami Medical Group (UMMG), and faculty at the rank of Instructor who hold appointments of at least .50 FTE, and full-time Lecturers are eligible upon completion of 24 consecutive months of employment. These benefits are set out in the following paragraphs.
4. Eligible faculty members of either sex who certify, on a form provided by the Office of Faculty Affairs, that they have primary responsibility for the care of their newly born, adopted or foster child are authorized to take up to 8 weeks of *paid* parental leave to run concurrently with the leave provided by the FMLA. The pay rate calculated for the purpose of this paragraph will be 1) for UMMG faculty members: a monthly rate equal to the average of the previous 12 months of compensation, excluding bonuses and/or other allowances, or 2) for all other faculty members: the monthly rate as reflected in the faculty member's salary letter.
5. Eligible faculty members taking parental leave as described in paragraph four who have accrued sick time or vacation time may elect to apply their accrued sick time, in accordance with University policy for the use of sick time and/or their vacation time for up to 4 additional weeks of paid parental leave. Eligible faculty members, other than members of the RESEARCH FACULTY, may borrow against future accruals of sick or vacation days.
6. Tenure earning members of the REGULAR FACULTY may request an extension of the probationary period following the birth, adoption or placement of a child in accordance with section C5.5 of the Faculty Manual, "Probationary Period for Regular Appointments."
7. With the exception of UMMG and RESEARCH faculty, eligible faculty may opt for up to one semester of workload relief from teaching and administrative duties. Responsibilities for research and research advising remain unchanged. Since workload relief is not a leave, faculty members are expected to fulfill certain duties and will receive their regular salary. Faculty may apply instead for two semesters of half relief from teaching and administrative duties; the approval of such half relief by the department chair or dean is required and may depend on the needs of the department.
8. To qualify for workload relief under paragraph seven, the faculty member must certify, on a form provided by the Office of Faculty Affairs, that he/she has primary responsibility for the care of an infant or newly adopted or placed child. Workload relief will be granted for the semester in which a birth, adoption or placement occurs, or a parental leave expires. Should the triggering event occur or the leave expire between semesters, workload relief will be granted for the following semester. Faculty members are expected to work for at least one year at the University following workload relief, in accordance with the University's faculty policies.