What to Expect
When Your Faculty Are Expecting
A CheckSheet for Department Heads

<table>
<thead>
<tr>
<th>Medical/Sick Leave</th>
<th>Paid Parental Leave (PPL)</th>
<th>Child-Rearing Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Notify your college human resource administrator that the faculty member will be taking medical/sick leave.</td>
<td>☐ Verify the duration of leave with the faculty member, up to six weeks.</td>
<td>☐ Verify the duration of leave with the faculty member, up to one year, with a one-year extension possible.</td>
</tr>
<tr>
<td>☐ The faculty member must submit a Certification of Health Care Provider if the absence exceeds 14 days.</td>
<td>☐ Discuss a teaching release or alternative assignments for the semester of leave.</td>
<td>☐ Discuss whether the leave will be a reduction in responsibilities or full leave.</td>
</tr>
<tr>
<td>☐ If the faculty member is pretenure and the duration of leave is prolonged, determine whether s/he would like an extension of the probationary period (Stop-the-Clock). Notify the Vice Provost for Academic Affairs of the extension, if applicable.</td>
<td>☐ If the faculty member is pretenure, determine if s/he would like an extension of his/her probationary period (Stop-the-Clock).</td>
<td>☐ The faculty member should submit a written request for the leave. Forward the request to the Dean and college human resource administrator. The Dean will forward it to the Provost.</td>
</tr>
<tr>
<td>☐ Discuss Paid Parental Leave and Child-Rearing Leave if you haven’t already.</td>
<td>☐ Ask the faculty member to complete and return the Application for PPL and Certification of Health Care Provider. The entire PPL Procedure is available on the HR AAUP web page.</td>
<td>☐ If the faculty member is pretenure, determine if s/he would like an extension of his/her probationary period (Stop-the-Clock).</td>
</tr>
<tr>
<td></td>
<td>☐ Forward the Application for PPL and Certification of Health Care Provider to the Dean and college human resource administrator. The Dean will forward it to the Provost.</td>
<td>☐ Ask the faculty member to complete and return the Application for PPL and Certification of Health Care Provider. The entire PPL Procedure is available online.</td>
</tr>
<tr>
<td></td>
<td>☐ In the case of a dual-faculty couple, determine whether both partners want PPL because they may not take it concurrently.</td>
<td>☐ Forward the Application for PPL and Certification of Health Care Provider to the Dean and college human resource administrator.</td>
</tr>
</tbody>
</table>
## Faculty Leave Cheat Sheet

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Article</th>
<th>Eligibility</th>
<th>Duration</th>
<th>Pay Status</th>
<th>Benefits (Other than Retirement)</th>
<th>Retirement Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical/Sick with pay (For self or family, Including pregnancy &amp; childbirth)</td>
<td>17</td>
<td>Certification of Health Care Provider form required, if absence exceeds 14 days</td>
<td>Exhaustion of accrued sick time: may request to “borrow” from the sick leave bank thereafter.*</td>
<td>Full base</td>
<td>Faculty member and UC contribute</td>
<td>Full</td>
</tr>
</tbody>
</table>
| Medical/Sick without pay                                                     | 17      | Exhaustion of accrued sick time                                              | 1) Up to one year  
2) Renewable two times*                                              | By option:  
1) Reduced compensation, in proportion to reduced responsibilities  
2) Unpaid  
Up to one year; renewable to a max of 2 years.* | By option:  
1) Faculty member and UC contribute  
2) Paid by faculty member | None                     |
| Personal Leave                                                               | 19      | To meet public service or family needs, but not limited to these criteria   | Options:  
1) Reduced responsibilities  
2) Full leave  
Up to one year; renewable to a max of 2 years.* | By option:  
1) Reduced compensation, in proportion to reduced responsibilities  
2) Unpaid  
Up to one year; renewable to a max of 2 years.* | By option:  
1) Faculty member and UC contribute  
2) Paid by faculty member | By option:  
1) Partial  
2) None |
| Paid Parental Leave (for birth, or adoption of children up to 7 yr. old)    | 19      | Must be primary caregiver. Must be completed within 6 mos. of birth or adoption unless dual UC dual-faculty | Up to 6 weeks leave, may request teaching release for the semester (effective 6/1/15).* | Full       | Faculty member and UC contribute | Full                     |
| Child-Rearing                                                               | 19      | To meet childrearing needs                                                  | Options:  
1) Reduced responsibilities  
2) Full leave  
Up to one year; renewable to a max of 2 years* | By option:  
1) Reduced compensation, in proportion to reduced responsibilities  
2) Unpaid  
Up to one year; renewable to a max of 2 years* | By option:  
1) Faculty member and UC contribute  
2) Paid by UC for a max of 1 semester; paid by faculty member thereafter | By option:  
1) Partial  
2) None |
| Special/Emergency                                                           | 20      | No restrictions                                                             | Subject to negotiation*                                             | Subject to negotiation | Subject to negotiation | Subject to negotiation |
| Academic/Sabbatical                                                         | 25      | Six years of full-time service in the bargaining unit                      | Options:  
1) 1 semester (for 9-month faculty)  
or 6 months (for 12-month faculty)  
2) 2 semesters  
3) 4 months, subdivided | By option:  
1) Full base  
2) 50% base  
3) Full base | Faculty member and UC contribute | Based on percentage of base salary during leave |
| Professional Leave                                                          | 26      | Professionally related activities                                           | One semester to one academic year; may request extension.* | Unpaid      | Faculty member and UC contribute | None                     |

*Note: Faculty member may request an extension of her or his tenure clock.

©2016 University of Cincinnati

Reach us at: leafstaf@ucmail.uc.edu