Responsibilities Regarding Leaves

For Academic Personnel

*Created 4/11/2023; distributed to department chairs, associate deans for faculty affairs, and HR staff in schools. Not intended to replace any other policy or documentation.*

*These are the critical and time-sensitive documentation items:*

* *Faculty who are away need to notify someone (director, chair, etc.)*
* *For major medical leave, family formation leave, family support leave, leave without pay, and sabbaticals the HRBP must enter leave e-docs:*
	+ *For ‘partial’ leave, the place-on-leave e-doc is done by Biannca Yates.*
	+ *For* ***all*** *leaves, the* ***return-from-leave*** *e-doc is done by the HRBP*
* *Units can develop their own systems to track minor medical leaves and vacations.*
* *Medical attestation and the “Essential Job Functions” worksheet are required for major medical leave (except childbirth) and family support leave. See notification expectations under “Faculty responsibilities.”*
* *Only deans may approve leaves without pay. Campus also must approve leaves without pay that extend more than one year.*

“Minor” health issues are those lasting less than 3 weeks.

“Major” health issues are those lasting 3 or more weeks.

Sabbaticals and phased retirements are types of leave but are not discussed below, except please note that any *other* leave while on sabbatical or phased retirement must be specifically assessed and managed by the Office of Academic Affairs.

10-month faculty member responsibilities:

* Vacation: if a member wishes to be absent other than at academic breaks, they should contact their chair/supervisor for approval prior to the absence. Technically, 10-month faculty do not have self-scheduled vacations; they have academic breaks instead.
* Minor health issues: notify supervisor according to unit procedures; if absence lasts longer than 3 weeks, this becomes (retroactively) a major health issue.
* Major health issue (self): notify supervisor, work with HRBP to submit medical leave documentation no later than 3 weeks from the start of the absence.
* Family formation: notify supervisor prior to leave; work with HRBP to submit family formation request; work with supervisor of partial leave is desired; accept or reject a tenure-clock extension.
* Family support (care of sick family member): work with HRBP prior to leave to submit request documentation; work with supervisor of partial leave is desired; request tenure clock extension if needed.
* Funeral, jury duty, military leave: notify supervisor before absence starts.

12-month faculty member responsibilities:

* Vacation: request and schedule vacation days (22 per calendar year) according to unit needs. Days do not roll over and cannot be paid in cash; vacation days may not be taken until they are approved.
* Minor health issues: notify supervisor according to unit procedures; if absence lasts longer than 3 weeks, this becomes (retroactively) a major health issue.
* Major health issue (self): notify supervisor, work with HRBP to submit medical leave documentation no later than 3 weeks from the start of the absence.
* Family formation: notify supervisor prior to leave; work with HRBP to submit family formation request; work with supervisor of partial leave is desired; accept or reject a tenure-clock extension.
* Family support (care of sick family member): work with HRBP to submit request documentation prior to leave; work with supervisor of partial leave is desired; request tenure clock extension if needed.
* Funeral, jury duty, military leave: notify supervisor before absence starts.

Department chair (supervisor) responsibilities:

Overall:

* Maintain a system of notification and tracking for absences, according to unit needs and for consistency across unit members.
* Be ready to create an Essential Job Functions worksheet for any member of the unit.
* For pre-tenure faculty, advise them on tenure clock extensions.
* Determine exact duties for partial-leave situations.

Specifically:

* Vacations: for 12 month appointees, organize vacations within the unit to meet unit and individual needs.
* Flexible absences—informal needs for absences by 10 month faculty for personal, medical, and family needs: roughly 15 days per year may be authorized.
* Minor health issues: be notified; make arrangements as necessary for coverage
* Major health issues: provide an Essential Job Functions worksheet; collaborate on a plan for partial leave if requested. *Department chairs do not assess whether medical documentation justifies a particular leave request—that is done by the HRBP or OAA.*
	+ For childbirth, partial leave is not used; no Job Functions worksheet is needed; no medical documentation is needed.
* Family formation: collaborate with faculty member if partial leave is requested.
* Family support leave (care for family member): provide an Essential Job Functions worksheet; collaborate on a plan for partial leave if requested. *Department chairs do not assess whether medical documentation about the family member justifies a particular leave request—that is done by the HRBP or OAA.*
* Funeral, jury duty, military leave: be informed, set up coverage.

Dean responsibilities:

* Review and approve any leave without pay up to one year.
	+ Further extensions must be requested from the EVC.
* Review and approve on a time-limited basis, requests for remote work.
	+ Remote work from outside the United States must have chancellor approval and will be rare.

School HR Business Partner/ staff:

* Support unit for informal (non-HRMS) absence record-keeping.
* Assist faculty members with forms
* Receive medical attestation forms and assess if they support the type of leave requested (ask OAA for assistance if needed, or if the faculty member requests that OAA receive the materials.
* Enter these types of paid leaves into HRMS:
	+ AMF: person is fully-absent, fully paid (up to six weeks; for pregnancy/child-bearing, no medical certification needed; for other medical issues, check for medical justification.)
	+ AMH: person is fully-absent, half-pay (up to 9 additional weeks, only if medically justified.)
	+ ASF: Sabbatical, full pay (one semester)
		- If someone has a sabbatical for a whole year, BUT they are using grant money to cover half their salary, put them in the system as a FULL pay sabbatical, for the whole year; describe this in the Notes field.
	+ ASH: Sabbatical, half pay (two semesters/ only if not receiving grant income).
	+ FPR: Faculty Phased Retirement
	+ AWO: Leave without Pay 🡨only with dean approval.
* Enter **return from leave** codes.
	+ Someone can be on only ONE leave at a time. If they move from one type of leave to another (e.g. AMF to AMH), they have to *return* from AMF and then begin AMH.
* Connect with OAA for any of these leaves:
	+ Partial leaves (person still works some percentage)
		- major medical leave
		- family support
		- family formation
	+ Major medical or family support leave if the person is already on phased retirement leave

Main resources:

* [Leaves and absences main page](https://academicaffairs.iupui.edu/Faculty-Affairs/leaves-and-absences) on OAA website
* [Overview of Leaves](https://academicaffairs.iupui.edu/Faculty-Affairs-Resources/Overview-Leaves-and-Absences-for-Academic-Appointees) (a “resource”)
* [Leave Tracking and Approvals](https://academicaffairs.iupui.edu/Faculty-Affairs-Resources/Leave-Tracking-and-Approvals) (a “resource”)
* IU policy [ACA-47](https://policies.iu.edu/policies/aca-47-leaves-for-academic-appointees/index.html) [(and ACA-51 School of Medicine Paid Family Leave)](https://policies.iu.edu/policies/aca-51-iu-school-of-medicine-paid-family-leave-academic-appointees/index.html)
* Leave form starting points
	+ [Personal medical](https://academicaffairs.iupui.edu/AAContent/Html/Media/AAContent/Faculty-Affairs/personal-medical-leave-form.pdf) (this is for ‘major medical’)
		- A link within this directs to the IU HR form for medical certification
		- A box within this asks whether this is *partial*
		- A box within this asks if the person is pre-tenure, tenure track (this triggers some tenure-clock adjustments.)
	+ [Family formation](https://academicaffairs.iupui.edu/AAContent/Html/Media/AAContent/Faculty-Affairs/family-formation-leave-form2020.pdf) (has the ‘partial’ and ‘pre-tenure’ check boxes).
	+ [Family support](https://academicaffairs.iupui.edu/Faculty-Affairs/leaves-and-absences) (has a link to the IU HR form for medical certification of the person being cared for), and the partial and pre-tenure check boxes.)

More important notes:

**Family Formation:**

* People who are giving birth can always have *medical leave* but cannot have *parental leave* until they have been in an eligible position for at least 1 year; “eligible position” is any AC1 except postdoc (RSP) or visiting (FV…).
* School of Medicine faculty who give birth can have EITHER medical leave OR parental leave but not BOTH. Others can have both.
* BOTH parents can have parental leave, but all leaves must conclude by 6 months after birth.
* Faculty can have 2 parental OR family support leaves every 5 years. OAA can check leave history for this.

**Repeating leaves, combining leaves, resetting leaves** (how often can people be gone?)

* At IUPUI, the ‘year’ is a calendar year. In January, personal medical leave resets to 6 weeks full/9 weeks half.
* If someone had 6 weeks leave in, say, March and April of year 1, on Jan. 1st of year 2 they are now eligible for 6 more weeks.
* If someone happens to be out on medical leave on January 1st, their current leave continues until the year 1 time allowance is exhausted. A second leave (the year 2 allowance) cannot start **until the person has returned, full time, for at least 4 weeks.** (This is an IUPUI rule). That is, there is no reset until they have returned.
* If someone is out on ‘minor’ medical leave *and then* applies for *major medical leave*, the start date is the first day they were absent. That is, you cannot have BOTH minor AND major medical leave for the same illness. (This is explicit in IU policy).
* If someone is out on parental or family support leave (12 weeks), they must return for at least one semester before another parental or family leave. (Again, this is explicit in IU policy).
* If someone has a sabbatical they must return for two semesters…or they have to repay the sabbatical funding.
* If a 10 month faculty member does not work in August, their start date for a leave is August 1st. If they do not work in May, their end date is May 31st. If it is semester break, they cannot ‘return’ from leave after classes are done and then go back on leave when classes start.
* A 10 month faculty member who has had medical leave in spring up until classes finish, should provide medical attestation of ability to work if considering summer work.