

APPENDIX A – LEAVE CHART

10/8/2015

Arts, Sciences and Engineering Faculty

Non-Academic

Leave Eligibility

A	B	C	D	E	F	G	H	I	J	K
<u>Tenure Status</u>	<u>Faculty Rank</u>	<u>Current Employment Status</u>	<u>Length of Service</u>	<u>Paid Sick Time</u>	<u>Parental Leave (Maternity, Paternity, Adoption, Foster Care Placement)</u>	<u>Family Illness Leave</u>	<u>Medical Leave</u>	<u>Military (Qualified Exigency Leave or Military Caregiver Leave)</u>	<u>Jury Duty</u>	<u>Personal Leave</u>
Nontenure-track	Lecturer, Sr. Lecturer, Professor of the Practice, Modified (Named, Visiting, or Research) Assistant/ Associate/ full Professor (Paid Only)	Full-time (Benefits eligible)	< 1 Year	Up to six (6) months. Sick time used is replenished based on a rolling calendar year (one year from the time used).	Tufts provides up to eight (8) weeks paid parental leave (using available paid sick time). Depending on the timing of the leave, the faculty member's duties may be adjusted to accommodate curricular and departmental needs during the semester(s) in which the leave occurs. For information on the adjustment of faculty duties, see Definitions of Terms. Parental leave must be taken in one uninterrupted block from the time of birth, adoption, or placement in order for the leave to be paid. A faculty member may also take a paid leave of up to two (2) consecutive weeks at the time of the arrival of the child. Note: the Family and Medical Leave Act (FMLA) does not apply to the first year of employment.	Tufts provides up to six (6) weeks of paid family illness leave. Available paid sick time will be applied toward the leave, otherwise the leave would be unpaid. A faculty member is eligible to take family illness leave intermittently or on a reduced-work schedule. The total leave should be equivalent to the amount of time allowed for a full-time family illness leave (6 weeks paid). The faculty member's department chair and dean should be consulted about, and should approve, the timing and scheduling of the leave. Depending on the timing of the leave, the faculty member's duties may be adjusted to accommodate curricular and departmental needs during the semester(s) in which the leave occurs. For information on the adjustment of faculty duties, see Definitions of Terms. Note: the Family and Medical Leave Act (FMLA) does not apply to the first year of employment.	Tufts provides up to six (6) months of paid medical leave (per rolling calendar year). Available paid sick time will be applied toward the leave, otherwise the leave would be unpaid. A faculty member is eligible to take medical leave intermittently or on a reduced-work schedule. The total leave should be equivalent to the amount of time allowed for a full-time medical leave (6 months). The faculty member's department chair and dean should be consulted about, and should approve, the timing and scheduling of the leave. Depending on the timing of the leave, the faculty member's duties may be adjusted to accommodate curricular and departmental needs during the semester(s) in which the leave occurs. For information on the adjustment of faculty duties, see Definitions of Terms. Note: the Family and Medical Leave Act (FMLA) does not apply to the first year of employment.	See Definitions of Terms, Military Leave Under USERRA.	See Definitions of Terms, Jury Duty.	Upon chair and dean's approval
Nontenure-track	Lecturer, Sr. Lecturer, Professor of the Practice, Modified (Named, Visiting, or Research) Assistant/ Associate/ full Professor (Paid Only)	Full-time (Benefits eligible)	1 Year +	Up to six (6) months. Sick time used is replenished based on a rolling calendar year (one year from the time used).	Tufts provides up to twelve (12) weeks paid parental leave (per rolling calendar year, using available paid sick time). Depending on the timing of the leave, the faculty member's duties may be adjusted to accommodate curricular and departmental needs during the semester(s) in which the leave occurs. For information on the adjustment of faculty duties, see Definitions of Terms. Parental leave must be taken in one uninterrupted block from the time of birth, adoption, or placement in order for the leave to be paid. Parents may also take (a) a paid leave of up to two (2) consecutive weeks at the time of the arrival of the child, and an additional ten (10) weeks of unpaid leave during the first twelve (12) months after the birth, adoption, or placement of the child; or (b) twelve (12) weeks of unpaid leave during the first twelve (12) months after the birth, adoption, or placement of the child. For more information about unpaid parental leave, refer to Definitions of Terms, Family and Medical Leave Act (FMLA).	Tufts provides up to six (6) weeks of paid family illness leave (per rolling calendar year). Available paid sick time will be applied toward the leave, otherwise the leave would be unpaid. Within the same rolling calendar year, an additional six (6) weeks of unpaid family illness leave is available under the provisions of the Family and Medical Leave Act (FMLA), for a total of twelve (12) weeks of leave. A faculty member is eligible to take family illness leave intermittently or on a reduced-work schedule. The total leave should be equivalent to the amount of time allowed for a full-time family illness leave (6 weeks paid, plus 6 weeks unpaid). The faculty member's department chair and dean should be consulted about, and should approve, the timing and scheduling of the leave. For more information refer to Definitions of Terms, Family and Medical Leave Act (FMLA). Depending on the timing of the leave, the faculty member's duties may be adjusted to accommodate curricular and departmental needs during the semester(s) in which the leave occurs. For information on the adjustment of faculty duties, see Definitions of Terms.	Tufts provides up to six (6) months of paid medical leave (per rolling calendar year). Available paid sick time will be applied toward the leave, otherwise the leave would be unpaid. A faculty member is eligible to take medical leave intermittently or on a reduced-work schedule. The total leave should be equivalent to the amount of time allowed for a full-time medical leave (6 months). The faculty member's department chair and dean should be consulted about, and should approve, the timing and scheduling of the leave. The provisions of the Family and Medical Leave Act (FMLA) cover twelve (12) weeks of this leave. For more information refer to Definitions of Terms, Family and Medical Leave Act (FMLA). Depending on the timing of the leave, the faculty member's duties may be adjusted to accommodate curricular and departmental needs during the semester(s) in which the leave occurs. For information on the Adjustment of Faculty Duties, see Definitions of Terms.	See Definitions of Terms, Military Leave Under USERRA.	See Definitions of Terms, Jury Duty.	Upon chair and dean's approval