

What is FMLA?

- Federal regulation that grants eligible employees the right to:
 - 12 workweeks of job-protected leave over a 12-month period for covered medical and family reasons.
 - 26 workweeks of job-protected leave in a single 12-month period to care for a Covered Service member, limited to a combined total of 26 workweeks for all types of FMLA leave.

Who is eligible for FMLA?

Employees who:

- Have been employed at the University for at least 12 months (consecutively or non-consecutively within the prior seven years)
- Have worked at least 1,250 hours during the 12-month period preceding the date that FMLA leave would begin
- Calendar-year (rolling) allotment of FMLA has not been exhausted

What situations qualify as FMLA?

- Sick Leaves:

- **Serious health condition** of **employee** as certified by his or her Health Care Provider.
- **Birth** of child (Birth Mother only)

- Family Leaves:

- **Placement of child** for adoption/foster care (including related court appearances, consultations with attorneys, and counseling sessions).
- **Care for child** during first 12-months following birth/adoption/foster care
- **Birth** of child
- **To care for a Spouse, Same Sex Domestic Partner, Son, Daughter, or Parent** with a Serious Health Condition, as certified by the Family Member's Health Care Provider.

What situations qualify as FMLA?

(cont'd.)

- Military Leaves:

- Any Qualifying Exigency arising out of the fact that the employee's spouse, same sex domestic partner, son, daughter, or parent is a Covered Military member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the Armed Forces.
- Care for a Covered Service member with a serious injury or illness if the employee is the spouse, same sex domestic partner, son, daughter, parent or next of kin of the Covered Service member (26 weeks)

Maximum Amount of Leave Available for FMLA

- Up to 12 workweeks per 12-month period (rolling)
 - Covered medical and family reasons
 - Birth/adoption/placement/bonding
 - Qualifying exigency of employee or covered family member
- Up to 26 workweeks per rolling 12 month period for serious illness or injury of a covered servicemember for all types of FMLA leave.
- Leave may be taken continuously or intermittently

Note: When both spouses are employed at Purdue, employees must share 12 weeks of FMLA eligibility for birth/adoption/ placement/bonding.

What is Paid Parental Leave:

- Purdue policy that allows for:
 - Parents to have additional flexibility and time to bond with their new child
 - Ability to adjust to a new family situation
 - Opportunity to balance professional obligations
- It is a benefit of employment and its use will not be considered as a negative factor in employment actions, such as hiring, promotions, and disciplinary actions) or under attendance policies

Who is eligible for Paid Parental Leave?:

- All benefits-eligible employees employed 12 months or more in the following positions:
 - Faculty or Staff
 - Graduate Staff
 - Post-Doc
- Must be employed a minimum of 12 months, half-time or more at the time of birth or adoption
- Runs concurrently with FMLA

How much time is allowed for Paid Parental Leave?:

Time is based on CUL. 100% CUL allowance is:

Birth mother – 240 hours (6 weeks)

Other eligible parents – 120 hours (3 weeks)

Both parents employed at Purdue and 1 parent is birth mother:

May combine available PPL time

Maximum combined time = 360 hours (9 weeks)

Maximum individual time = 240 hours (6 weeks)

Both parents employed at Purdue and neither parent is the birth mother:

May combine available PPL time

Maximum combined time = 240 hours (6 weeks)

Note: Advance notice/planning is required

When must time be used?

- Must be used within first 12 months following birth/adoption/placement
- If foreseeable, a 30-day notice to supervisor is expected.

How may time be used?

- May take a **Continuous Leave**: Leave immediately following birth or adoption
- May take an **Intermittent Leave**: Supervisory approval required
- May take on a **Reduced Schedule**: Supervisory approval required
- Runs concurrently with FMLA
- May use any combination of leave (sick leave, vacation, and personal business days)

Note: Employee must consult with supervisor on intermittent/reduced schedule leave and make reasonable effort not to unduly disrupt University operations.

Example:

Faculty staff member is birth mom who has worked at the University for 3 years is expecting and wants to take as much paid leave as possible without using her vacation or personal business days.

She is eligible for FMLA & PPL. FMLA will run concurrently with her:

- Sick leave
- PPL

Dr. takes her off work earlier than expected (3/28) and the baby is born 4/4.

Example (cont'd.):

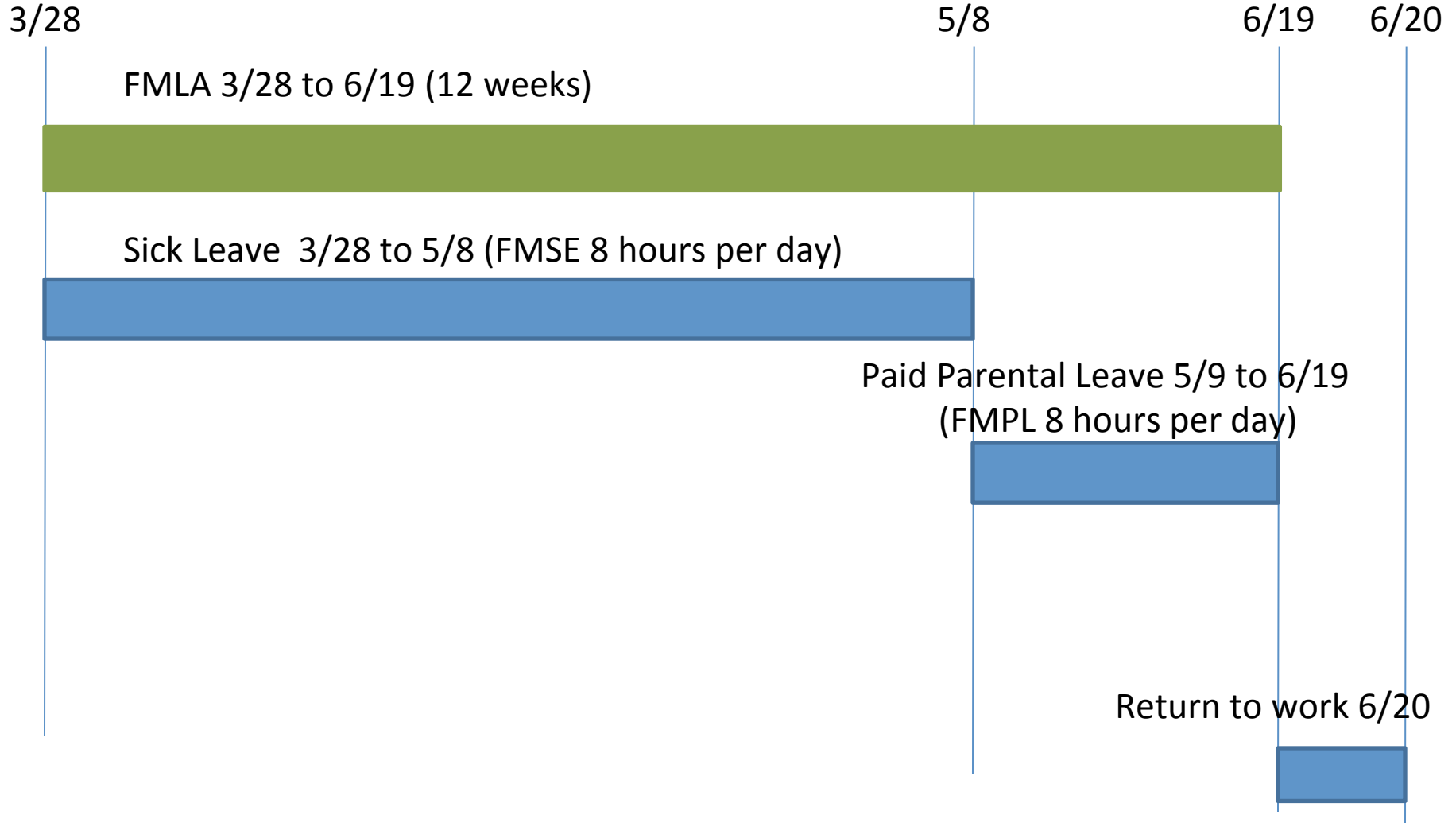
- FMLA
 - 3/28 – 6/19 (12 weeks)

- Sick Leave
 - 3/28 – 5/8 (8 hours) (6 weeks – typical delivery)

- PPL
 - 5/9 – 6/19 (8 hours)

Note: RTW 6/20 – Return to work slip required

Example (cont'd.):



Contacts

FMLA/PPL Questions:

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General Leaves Questions:

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Faculty Promotion and Tenure

- [Provost Promotion and Tenure Guidelines on 2011-12](#)

Terms of Employment and Tenure

- [Academic Freedom, Responsibilities, and Tenure, and Procedures for Termination for Cause \(B-48\)](#)
- [Terms and Conditions of Employment of Faculty Members \(B-50\)](#)

Forms

- [President's Office Nomination for Promotion \(Form-36\) \(DOC\)](#)

Membership

- [University Promotions Committee Membership 2011-2012 \(PDF\)](#)

Provost's Task Force on Promotion and Tenure

- [Charge from the Provost](#)
- [Task Force Members](#)

Task force exploring modifying tenure policy

February 3, 2012

A recently formed task force is looking to help usher Purdue's tenure and promotion policy into the 21st century. In the first comprehensive review of the policy since the 1970s, the Provost's Task Force on Promotion and Tenure is examining how the policy may best be updated to reflect the increasingly complex nature and scope of university faculty work.

The task force's goal, according to the Provost's Office, is to recommend by April 1 a draft of suggested modifications to the current policies and practices. They are detailed in the annual promotion and tenure letter from the provost, in the current policy titled Principles and Policies for Academic Freedom, Responsibilities and Tenure, and Procedures for Termination of Faculty Appointments for Cause (B-48) and in the current policy entitled Terms and Conditions of Employment of Faculty Members (B-50).

Consisting of 20 faculty members from the West Lafayette campus and additional representatives from the regional campuses, the task force is addressing a wide range of issues. They include the length of the tenure clock, changing faculty expectations and practices in terms of globalization, commercialization, joint appointments and engagement, and how best to measure faculty accomplishments, including online, interdisciplinary and other nontraditional scholarly activities, according to task force chair Laurie Jaeger, professor and head of basic medical sciences in the College of Veterinary Medicine.

A reconsideration of the six-year tenure clock is prompted by several factors. One is the national trend to extend it. Indiana University-Purdue University Indianapolis and the University of Michigan for example, recently have changed their tenure clocks to nine years.

A longer tenure clock allows faculty impact to play a larger role in tenure decisions. Also, says Beverly Davenport Sypher, vice provost for faculty affairs, longer tenure clocks are considered more supportive of family and other work-life issues.

The task force also likely will tackle whether post-tenure reviews should be implemented and in what form, and whether collegiality should be an evaluation criterion for promotion and tenure.

Interested faculty members are encouraged to contact one of the committee members with their input. A blog soon will be available for comments on the task force website (

www.purdue.edu/provost/initiatives/Promotion%20and%20Tenure%20Task%20Force.html).



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Faculty Policies

- [Executive Memorandum B-48 *Faculty Policies*](#)
- [Executive Memorandum B-50 *Faculty Employment*](#)
- [Executive Memorandum B-11 *Sabbatical Leaves*](#)
- [Executive Memorandum C-26 *AY Employment Period*](#)
- [Executive Memorandum C-37 *Nepotism*](#)
- [Executive Memorandum C-46 *Leaves of Absence*](#)
- [University Policy VI.E.2 *Leaves of Absence*](#)
- [Limits on Clinical/Professional Faculty and Lecturers](#)
- [Deviations from the Probationary Period \(Stop-the-Tenure-Clock Policy\)](#)
- [Statement on Academic Ethics \(PDF\)](#)

**Tenure-Clock Extension
Policy, Procedures and Guidelines****

(Presented at Faculty Senate, January 2007)

Purdue University recognizes the importance of providing a workplace that enables faculty to do their **very best work**. The university also recognizes that faculty may encounter circumstances which impair or prevent progress toward professional and scholarly achievement. This is an especially critical issue for faculty working toward tenure within a limited and specified timeframe. This policy provides faculty the opportunity to seek an extension of the tenure clock when certain situations arise that slow or hinder achieving tenure.

Background: The University tenure policy (Executive Memorandum B-48, Section II) states that justifiable conditions or interruptions may be considered as a basis for deviations from the traditional probationary tenure clock. Furthermore, the policy grants the University discretion in determining what kinds of conditions shall be deemed justifiable. The President has delegated the authority to approve tenure-clock extensions for justifiable conditions to the Provost.

To ensure consistency and fairness in determining which conditions are sufficiently justifiable to warrant deviation from the tenure policy, the following guidelines are recommended:

1. A one-year *automatic approval* will be granted for birth of a child and adoption, provided a Request for Tenure-Clock Extension form is submitted within one year of the occurrence and prior to the penultimate year. This provision applies to either or both parents.

2. When conditions and personal circumstances arise which substantially interfere with progress toward achieving tenure, faculty may request that time be excluded from their probationary periods. Justifiable conditions for granting exclusions include, but are not necessarily restricted to, severe illness, disability, or caregiving of a family member.
 - a. Ordinarily, requests for tenure-clock extensions are for one year.
 - b. Requests for exclusions should be made within one year from the time the conditions occurred which precipitated the request.
 - c. Exclusions will not be granted after the beginning of the penultimate year.
 - d. Requests for exclusions will be reviewed by the Provost upon receipt.
 - e. Decisions regarding the granting of exclusions shall be based upon:
 - a) verification that the conditions leading to the request occurred or continue to exist.
 - b) verification that the faculty member demonstrated progress prior to the conditions leading to the request.

- f. Deans and department heads have a responsibility to inform faculty of this policy, especially upon recognition that a qualified faculty member's progress toward tenure may be impeded by circumstances cited within this policy. Furthermore, faculty members are encouraged to discuss this policy with their head when qualifying circumstances arise or are anticipated.

3. Procedures for initiating, reviewing, and approving requests to exclude time from the probationary period are as follows:
 - a) Faculty should submit a Request for Tenure-Clock Extension form to the department head.
 - b) The department head shall transmit the request to his/her dean. The department head and/or dean is responsible for ascertaining that the request is valid.
 - c) If the dean approves the request, he/she will forward it to the Provost, who will act upon it.
 - d) Revised President's Office Form 19 should be processed to reflect the change in the end of the maximum probationary period.
 - e) Any faculty member who feels it necessary to appeal a decision may utilize established grievance procedures.

Request for Tenure-Clock Extension



Name: _____

Department: _____

College/School: _____

Campus address: _____

Phone/email: _____

Tenure-clock start date/penultimate year: _____

Duration of request (e.g., 1 year): _____

“New” penultimate year requested: _____

Rationale for request:

(If request is for childbirth or adoption, send this form directly to the Provost office.)

I understand the conditions associated with the granting of my request for an extension of the tenure clock and accept the extension as an arrangement which does not render an automatic granting of tenure. I also understand that I will not have a claim on tenure if no action is taken on my promotion/tenure status by the newly-established penultimate year.

Signature Date

Approvals:

Department Head Date Dean Date

Head/Dean comments (optional):

Approved:

Provost Date

Notification of approval will be sent to the requester.

- Men vs. women, fathers vs. mothers (for the birth of a child)?
- Opt in vs. opt out?