Family Leave Policy for Full Time Faculty –excerpt from the Faculty Handbook

Eligibility

Full time faculty members who have taught at the college for at least one year are eligible for paid family leave. Albright’s faculty family leave policy is supplemental to the Federal Family Medical Leave Act.

Full time faculty members are eligible to use this program for one year per incident (described below under terms and conditions).

Faculty members will arrange this leave with the CAO in consultation with Human Resources. Confirmation of the need for the leave is required.

Faculty members who have taught at the College for less than one year or hold an adjunct position, may qualify for unpaid parental or adoption leave, and/or may be eligible to take time under the Federal Family Medical Leave Act.

Terms and Conditions

A faculty member who

• Is the primary caregiver parent of a biological child within the first year of birth of that child;
• Is the primary caregiver parent of an adopted child within the first year of the adoption of that child;
• Is the primary caregiver of a family member or domestic partner with a critical medical condition within the first year of the onset of that condition.

Is eligible for a two-course reduction without reduction of salary or benefits.

This reduction in teaching load can be taken in one of three ways:

• As a semester leave, with the additional course being made up in the next calendar year;
• As a reduction in course load during the semester;
• As a one course reduction in each of the fall and spring semesters of an academic year.

A faculty member can also opt to take a semester leave without the course being made up the next calendar year which would result in a corresponding reduction in pay.

The service load of the faculty member taking leave will also be reduced during the leave.

This reduction in course load and service will be formulated and agreed upon in advance in consultation with the department chair, the CAO, and Human Resources.

During the year of reduced load, the College continues to provide medical benefits as described in section X.B.6.a immediately above.

If the faculty member requires a leave above and beyond what is described here, he/she would be eligible for Unpaid Medical, Child Care, Family Care, and Personal Leaves as described below in X.B.6.c.vi.