PAID PARENTAL LEAVE for FACULTY

Responsibility Mapping

Faculty Member

Complete the Paid Parental Leave (PPL) Request Form

Immediate Supervisor

Review the PPL Request Form with the faculty member

Identify a contact person within the department for Processing

Draft a contingency plan to address course offerings and workplace concerns, including a rationale for replacement costs for adjunct personnel where indicated

Human Resources

Evaluate the faculty member's eligibility under FMLA

Post FMLA Hours for tracking when applicable

Provide distinct FMLA determination notice to the employee with copies to the department

Enroll faculty member in the PPL Leave Plan

Post Hours and reflect a "one-time" transaction entry using the allotment

Dean (when applicable)

Review and endorse the faculty member's PPL Request Form

Review contingency planning and forward supporting rationale to the Campus Academic Affairs Office

Campus Academic Affairs Office

Review the PPL Request Form and consult with faculty members as necessary and appropriate

Provide faculty member (with copy to department) formal, written notice of approval/rejection of paid parental leave

Departmental Attendance and Leave Coordinator

When a faculty member permanently terminates employment, conduct an audit of all leave balances prior to the conclusion of the pay period immediately following separation.

Any leave used under the PPL will be deducted from the separating faculty member's sick and annual leave (using sick leave first).

If the faculty member has insufficient accrued leave to satisfy the PPL leave balance, adjust the balance to zero—the University will forgive this balance discrepancy.