

Maternity Leave and Primary Caregiver Leave for Faculty BU-PP 418A

Policy

Baylor University seeks to support faculty members who are adding to their family through birth or adoption. While recognizing that each situation is unique, the University has created the following policies that apply to all eligible faculty.

Topics:

Faculty Maternity Leave
Primary Caregiver Leave
Combining Faculty Maternity and Primary Caregiver Leave
If both parents are Baylor University Employees
Extension of Tenure Clock Related to Maternity and Primary Caregiver Leave
Summary of Responsibilities

Related policies:

[BU-PP 408 — Family and Medical Leave Act \(FMLA\)](#)
[BU-PP 416 — Lactation Accommodation](#)
[BU-PP 704 — Tenure at Baylor University](#)

Additional information:

New and Expectant Parents
Lactation Accommodation Resources
Life Event – Birth of Child
FMLA Process Steps

Contact:

Human Resources (HR) 254.710.2000 or askHR@baylor.edu

Faculty Maternity Leave

Faculty maternity leave is provided for under the Family and Medical Leave Act (FMLA), and is available for female faculty members who are pregnant and have been employed full-time in a regular faculty line (i.e., not in a temporary position) by Baylor University for at least one year. Baylor University provides this leave with full salary and the continuation of benefits to any qualified female faculty member during the period for which she is under contract¹ to work for Baylor and her health-care provider certifies that she is unable to work. This leave may be taken on an intermittent or full-time basis, and it may last for up to 12 weeks during any 12-month period.

This leave covers the birth mother, and it only covers time during which the birth mother is physically unable to work as certified above.

In order to take this leave, an eligible pregnant faculty member must:

- Notify in writing her department chair (or dean in academic units that do not have department chairs) of her request for faculty maternity leave as soon as is practical.
- Complete the leave-related documentation available on the HR website. The leave can only be certified by HR; department chairs, deans, and others should not be in contact with the pregnant faculty member's health-care providers.

¹ For a faculty member on a 10-month contract, leave may be sought for up to twelve weeks from the beginning of the contract period (usually in mid-August) through the end of the contract period (May commencement). For faculty members on a 12-month contract, leave may be sought at any point during the contract period.

Once the leave is approved, the department chair or dean is responsible for addressing the needs of the department (e.g., course coverage) while the faculty member is on leave.

Primary Caregiver Leave

Primary caregiver leave is also provided for under the FMLA, and it is available to male and female faculty members who have recently added to their family through birth or adoption. The leave is for up to twelve weeks at full pay with the continuation of benefits. The leave may be taken during any period for which the faculty member is under contract² to work for Baylor.

In order to be eligible for this leave, the faculty member must:

- Be employed full-time in a regular faculty line (i.e., not in a temporary position),
- Be employed full-time by Baylor for at least one year before seeking the leave, and
- Certify that during the leave he or she will be the primary caregiver of a child under the age of one year. In the case of adoption, the child does not need to be under the age of one year, but the leave must be taken within one year of the adoption.

In order to take this leave, a faculty member must:

- Notify in writing the department chair (or dean in academic units that do not have department chairs) about the desire to take primary caregiver leave as soon as is practical.
- Complete all leave-related documentation available on the HR website. The leave must be approved by HR before it can begin.

Once the leave is approved, the department chair or dean is responsible for addressing the needs of the department (e.g., course coverage) while the faculty member is on leave.

Combining Faculty Maternity and Primary Caregiver Leave

It is possible to combine faculty maternity and primary caregiver leave as long as the leaves total no more than twelve weeks in one 12-month period.

If Both Parents are Baylor University Employees

Primary caregiver leave may only be awarded once per childbirth or adoption event. If both parents are employed by Baylor University, the primary caregiver leave may be split between the parents.

Extension of Tenure Clock Related to Maternity and Primary Caregiver Leave

If a tenure-track faculty member becomes a parent by birth or adoption, and she or he takes maternity and/or primary caregiver leave, an automatic extension of the tenure clock by one year will be granted.

If a faculty member who takes maternity and/or primary caregiver leave does not want to alter the tenure clock, then the department chair and dean must be notified in writing of the desire to maintain the original tenure date. This notification must be sent by the end of the semester in which the maternity or primary caregiver leave takes place. Deans must forward this written notification to the Vice Provost for Academic Affairs and Policy.

If a tenure-track faculty member has another child, through birth or adoption, during the pre-tenure period, and that faculty member takes maternity and/or primary caregiver leave, then the faculty

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member will have the tenure clock automatically extended one additional year. A maximum of two extensions to the tenure clock may be granted for childbirths and/or adoptions.

If a faculty member does not want to alter the tenure clock due to leave taken for the birth or care of an additional child, then the notification process as outlined above should be followed.

Extension of Promotion Clock for Lecturers, Clinical Faculty or Academic Professionals³

If a Regular Lecturer, Clinical Assistant Professor or Academic Professional becomes a parent by birth or adoption, and takes maternity and/or primary caregiver leave, an automatic extension of the promotion clock by one year will be granted.

If a Regular Lecturer, Clinical Assistant Professor or Academic Professional who takes maternity and/or primary caregiver leave does not want to alter the promotion clock, then the department chair and dean must be notified in writing of the desire to maintain the original promotion date. This notification must be sent by the end of the semester in which the maternity or primary caregiver leave takes place. Deans must forward this written notification to the Vice Provost for Academic Affairs and Policy.

If a Regular Lecturer, Clinical Assistant Professor or Academic Professional has another child, through birth or adoption, during the pre-promotion period, and that faculty member takes maternity and/or primary caregiver leave, then the promotion clock will automatically be extended one additional year. A maximum of two extensions to the promotion clock may be granted.

If a Regular Lecturer, Clinical Assistant Professor, or Academic Professional does not want to alter the promotion clock due to leave taken for the birth or care of an additional child, then the notification process outlined above should be followed.

Summary of Responsibilities

- The eligible faculty member seeking maternity and/or primary caregiver leave is responsible for notifying the chair (or dean) in writing about the intent to take said leave(s). That faculty member must complete all leave-related documentation available on the HR website.
- Human Resources is responsible for providing accurate leave-related forms and approving maternity and primary caregiver leaves. Once leaves are approved, HR shall notify all parties involved, including but not limited to, the faculty member, her or his department chair, her or his dean, and the Vice Provost of Academic Affairs and Policy.
- Once a maternity and/or primary caregiver leave is approved, the department chair or dean is responsible for addressing the needs of the department (e.g., course coverage) while the faculty member is on leave.
- The Vice Provost for Academic Affairs and Policy is responsible for communicating information about revised tenure or promotion clocks to all parties involved.

³ In the case of Academic Professionals, this discussion of extension(s) applies to the continuing appointment decision customarily made in the fourth year of an Assistant Librarian's service.