



**Policy Title: Maternity Leave and Primary Caregiver Leave for Faculty**

**Policy Number: BU-PP 418A**

**Date Issued: March 3, 2015**

**Responsible Executive: Vice President & Chief Human Resources Officer**

**Date Last Revised: January 25, 2021**

**Responsible Office: Human Resources**

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

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### **Policy Statement**

Baylor University (the “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.

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### **Reason for the Policy**

The need to clarify provisions for leaves for maternity and primary-caregiver situations for faculty members, as well as implications for progress toward tenure and other promotion decisions.

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### **Individuals/Entities Affected by this Policy**

Eligible faculty

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### **Exclusions**

Staff, non-contract faculty, student-employees and graduate students

This Policy is not incorporated into the contractual relationship of contracted employees with the University, and does not create a contractual obligation on behalf of the University toward any faculty member.

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### **Related Documents and Forms**

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#### **University Policies and Documents**

[Family and Medical Leave Act \(FMLA\)](#)

[Lactation Accommodation](#)

[Policy for Tenure at Baylor University](#)

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[Policy on Clinical Faculty at Baylor University](#)  
[Policy on Full-Time Lecturers and Senior Lecturers at Baylor University](#)  
[University Policy on Academic Professionals](#)

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## Forms and Tools

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Forms and tools are available at <https://www.baylor.edu/hr/>.

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## Contacts

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Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a> <a href="http://www.baylor.edu/hr">www.baylor.edu/hr</a>

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## Responsibilities

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<b>Eligible Faculty Member</b>	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.
<b>Human Resources</b>	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 for Faculty Affairs.
<b>Department Chair or Dean</b>	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.
<b>Vice Provost for Faculty Affairs</b>	The Vice Provost for Faculty Affairs is responsible for communicating information about revised tenure or promotion clocks to all parties involved.

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## Principles

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### Faculty Maternity Leave

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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 for Baylor University for at least 12 months and have worked the equivalent of 1,250 hours, or approximately 60% of a full-time teaching load. 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 contract<sup>1</sup> to work for Baylor and her health-care provider certifies that she is unable

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<sup>1</sup> 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.  
 2. Maternity Leave and Primary Caregiver Leave for Faculty (BU-PP 418A)

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 rolling 12-month period.

This leave covers the birth mother and only covers time during which the birth mother is physically unable to work as certified through medical documentation.

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### **Application Procedure**

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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. A statement from the faculty member's health care provider is required for the birth and care of a newborn child, in the form of the FMLA Certification of Health Care Provider Form.

For foster care placement or adoption of a child, appropriate court documents are required.

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.

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### **Primary Caregiver Leave**

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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 may be taken during any period for which the faculty member is under contract<sup>2</sup> to work for Baylor.

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

- 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

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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.

<sup>2</sup> 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.

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to be under the age of one year, but the leave must be taken within one year of the placement.

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.

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### **Combining Faculty Maternity and Primary Caregiver Leave**

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

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### **If Both Parents are Baylor University Employees**

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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 for a total of 12 weeks of approved leave.

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### **Pay during Maternity and Primary Caregiver Leave**

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During the period of time for which maternity and/or primary caregiver leave is approved, the leave is for up to twelve weeks at full pay with the continuation of benefits while the faculty member is under contract.

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### **Extension of Tenure Clock Related to Maternity and Primary Caregiver Leave**

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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-review 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 Faculty Affairs.

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 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.

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### **Extension of Promotion Clock for Lecturers, Clinical Faculty, or Academic Professionals<sup>3</sup>**

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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-review 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 Faculty Affairs.

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.

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<sup>3</sup> 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.