Faculty Handbook

407.1.2.3 Pregnancy and Childbirth

Faculty members are entitled to the parental leave benefits described in Section 407.2 following the birth or adoption of a child. Medical leaves relating to pregnancy and/or childbirth that extend beyond the leave described in Section 407.2.1 are covered by Section 407.1 and will be handled on a case-by-case basis at the recommendation of the attending physician.

407.2 Parental Leave

The College recognizes the need for parents to have time away from work following the arrival of a newborn, adopted, or surrogate child. Accordingly, the following benefits are available upon hiring to all faculty members who teach the equivalent of at least four 4-credit courses per year.

Parents do not receive additional leave for multiple births or adoptions.

Paid parental leave will count as time in service for salary increases. During all paid parental leaves, the College's contribution to benefits will continue. Retirement benefits will be proportionate to salary earned. Faculty on paid leave will be relieved of non-teaching duties.

407.2.1 Extended Leave for Parents of Newly Born, Adopted, or Surrogate Children

A faculty member who has become a parent to a newly born, adopted, or surrogate child is entitled to take either a leave with full salary or a leave with partial salary, but not both, subject to the terms laid out in 407.2.1.1 and 407.2.1.2.

407.2.1.1 Leave with Full Salary

A faculty member who is the parent of a newly born, adopted, or surrogate child may request a leave using either of the following options with full salary:

A. Six weeks continuous leave to be taken within six weeks of the birth or arrival of the child. If the child is born or arrives outside of the faculty member’s contract year, leave may be taken when the contract year begins.
B. A one-course reduction in teaching load during the semester in which the child arrives or in the semester immediately following the arrival of the child.

407.2.1.2 Leave with Partial Salary

A tenure-line faculty member who is the parent of a newly born, adopted, or surrogate child may request a leave using either of the following options with partial salary:

A. One semester leave and a three course teaching load for the remainder of the academic year. Pay for the year will be two-thirds annual salary and benefits will be adjusted accordingly.
B. One semester leave and a four course teaching load for the remainder of the academic year. Pay for the year will be five-sixths annual salary and benefits will be adjusted accordingly.

A non-tenure-line faculty member who is the parent of a newly born or adopted child may request a leave using either of the following options with partial salary:

A. One semester leave and a three course teaching load for the remainder of the academic year. Pay for the year will be four-sevenths annual salary and benefits will be adjusted accordingly.
B. One semester leave and a four course teaching load for the remainder of the academic year. Pay for the year will be five-sevenths annual salary and benefits will be adjusted accordingly.
407.2.2 Both Parents Employed by Luther College

If both parents are employees of Luther College, only one extended parental leave under 407.2.1 is permitted per family. Instead, the parent not eligible for paid parental leave may take one week of paid leave and either:

- Up to 2 unpaid course releases
- Up to 11 weeks of unpaid leave under 407.3

407.2.3 Leave for Parents of Foster Children

Faculty members who become foster parents are not eligible for paid parental leave. However, they are entitled to up to twelve weeks of unpaid leave under 407.3 Family Medical Leave below.

407.2.4 Pregnancy-related Medical Leave

If a female faculty member needs a leave longer than six weeks due to medical complications of pregnancy, childbirth, or related conditions, she has the right to additional leave under Section 407.1 above.

407.2.5 Family Medical Leave Act

All paid leave taken for childbirth or parenting under 407.2 will count toward the twelve weeks of leave that may be taken under the Family and Medical Leave Act (see Section 407.3).

407.2.6 Leave Replacements

So faculty members are not unduly burdened during the parental leave of a colleague, every effort should be made to provide leave replacement compensation. The Department Chair and Dean are responsible for making these arrangements.

407.2.7 Delay in Reviews and Tenure

Parental leave shall count as time toward salary determination and eligibility for sabbatical leave. Pre-tenure faculty members have the option of delaying the time of the third-year review and tenure decision by one year for each pregnancy or adoption.

The maximum total delay for the third-year review is one year and the maximum total delay for the tenure decision is two years. Faculty members who delay the third-year review by one year must also delay the tenure decision by one year. A faculty member taking a parental leave who wishes to delay the third-year review or tenure decision should consult with the Department Head and Dean at the same time she or he requests a parental leave, but in any case no later than the beginning of the semester prior to the one in which his or her third-year review or tenure case is scheduled to be reviewed.

407.2.8 Procedure for Leave

A request for parental leave should be made in writing, signed by the employee, and submitted to the Dean and the employee’s Department Head as soon as the need for a leave is identified, so that arrangements to cover classes and committee assignments can be made in a timely fashion. In case of a medical emergency, such as a premature birth or other pregnancy complication, the terms of leave may need to be negotiated in the best interest of the faculty member and college. All agreements related to the
leave, including the terms of the leave and any delays in review or tenure, should also be in writing and signed by the employee and the Dean. Forms for requesting a parental leave are available from the Office of Human Resources.

Example: A tenure-line faculty member gives birth on June 15, 2015.

- Under 407.2.1.1 A, she may elect to receive the first six weeks of the 2015-2016 contract as paid leave.
- Under 407.2.1.1 B, she may elect a one course reduction in Fall 2015 at full pay.
- Under 407.2.1.2 A, she may elect to take leave in Fall 2015 and teach three classes in January and Spring 2016; pay for the year will be at a two-thirds rate.
- Under 407.2.1.2. B, she may elect to take leave in Fall 2015 and teach four classes in January and Spring 2016; pay for the year will be at a five-sixths rate.