

FACULTY PARENTAL LEAVE REQUEST FORM

Name: _____ Anticipated delivery/adoption date: _____

407.2.1 Extended Parental Leave

407.2.1.1 Extended Parental Leave with Full Salary

Option A (six weeks leave at full pay with full teaching responsibilities for the remainder of the academic year). Anticipated dates of leave: _____

OR

Option B (1 course reduction in teaching load).
Semester/course released: _____

407.2.1.2 Extended Parental Leave with Partial Salary

One semester leave and a three course teaching load for the remainder of the academic year (T/TT – 2/3ths pay, NTT – 4/7ths pay).
Semester leave: _____

OR

One semester leave and a four course teaching load for the remainder of the academic year (T/TT – 5/6ths pay, NTT – 5/7ths pay).
Semester leave: _____

407.2.2 Both Parents Employed by Luther College: If both parents are employed by Luther College, only one is eligible for extended parental leave.

One week of paid leave. Anticipated dates of leave: _____

Unpaid course release(s). Semester/course(s) released: _____

407.2.5 FMLA Parental Leave

Plan to extend leave with FMLA. Forms for requesting this leave are available in the Human Resources Office. Anticipated dates of leave (include leave dates indicated above): _____

407.2.7 Pre-Tenure Faculty: Option to delay time of the third-year review and tenure decision by one year for each pregnancy or adoption. Maximum total delay for third-year review is one year (also delays tenure by one year) and maximum total delay for tenure is two years.

Request to delay third-year review by one year.
Original date of third-year review: _____
Requested date of third-year review: _____

Request to delay tenure review by one year.
Original date of tenure review: _____
Requested date of tenure review: _____

Faculty Member Signature _____ Date _____

Department Head Signature _____ Date _____

Academic Dean Signature _____ Date _____

Note: All parental leaves will run concurrently with the Family and Medical Leave Act for those employees who qualify. FMLA is a federal program providing 12 weeks of leave for birth or adoption for employees who have worked 1,250 hours in the previous 12 months. FMLA is unpaid leave, but assures benefit continuation and re-employment after the leave is completed.