

## **Work/Life Integration**

The Franklin College values the excellence of its faculty and staff and understands that our colleagues juggle multiple and sometimes competing demands on their time and energy. We believe in creating an intellectual environment that promotes integration of work and non-work activities in ways that allow our faculty to lead productive and fulfilling lives. We therefore seek continually to learn and discover ways to support our faculty in their work and life integration.

### **Family and Medical Leave**

Like all university employees, faculty who have worked for the University for 12 months (not necessarily the last 12 months) and who have worked at least 1250 hours during the last 12 months are covered by the Family and Medical leave (FMLA). The Act provides that for qualifying events, employees may be granted up to twelve work weeks of job-protected leave during a 12-month period, or 26 work weeks in the case of exigencies arising from certain military-related situations. There are a number of ways in which a family leave may occur.

**Reassignment or reduction of duties** The Franklin College values work-life integration as well as flexibility and accountability. When possible a faculty member may, with approval of the department head and the dean's office, rearrange teaching duties so that he or she is on research assignment as well as supervising students during the term when family medical leave is needed (i.e.; an adoption occurs or child birth is expected; time is needed to care for an ill or injured family member; or the faculty member experiences their own injury or illness). In this instance the faculty member is expected to carry out assigned duties and use intermittent FMLA, as well as annual/sick leave for those days when this is not possible. The need for either full-time or intermittent FMLA leave requires certification from a physician, except for pregnancy Approval from the department head and dean's office is required for any work which will be performed off campus or from home during this period of time. Dr. Kecia Thomas is available to work with department heads or directors on plans for FMLAs and teaching replacement options.

**Paid Leave** The University has determined that leave without pay may not be approved prior to exhausting any applicable paid leave balances; therefore, annual or sick leave will run concurrent with FMLA leave. In other words, faculty members will apply either their annual leave or their sick leave balance (regardless of their FMLA eligibility) during any period of time in which a family leave occurs and they are unable to carry out assigned duties.

**Leave without Pay** If there is any period of time remaining within an FMLA leave after accumulated annual/sick leave time is expended, faculty will be on leave without pay for the remainder of the FMLA period. It is important to contact Human Resources to make arrangements to pay for benefits should paid leave be exhausted. If a faculty member will be out longer than the FMLA period (whether they have accrued leave or not) the faculty member/department head should contact Jayne Smith in Faculty Affairs.

### **Family Medical Leave Guidelines for Department Heads and Directors**

The Family Medical Leave Act allows faculty to take up to twelve weeks of job-protected leave for conditions defined by that Act. Faculty members must apply either their annual leave or their sick leave balance, as well as their FMLA entitlement, during any period of time in which a family leave

occurs and they are unable to carry out assigned duties. When accumulated annual/sick leave time is expended, faculty must take leave without pay if they wish to use the full amount of time provided by the Family Medical Leave Act. Yet for most members of the faculty, the loss of income would pose a significant hardship, especially at a time in which a new addition to one's family is expected or when caring for an ill spouse or parent. Therefore the college encourages its leadership to negotiate arrangements with faculty that are mutually beneficial to the continuing health of the department as well as the well being of the faculty member and their family.

Given the need for flexibility and accountability, college leadership should consider multiple options for supporting faculty, families, and units. For example, many departments and faculty have developed arrangements in which the faculty member is released from teaching duties during FMLA yet provides significant service to the department in another way. When medical leaves are used in FMLA (and non-FMLA) cases, for leave periods up to 4 weeks, departments should arrange to replace faculty in the classroom on a temporary basis out of their own resources. In these cases the college will assist departments in developing creative and effective ways to meet the needs of the department and the faculty during a family or medical leave. For longer medical leaves, departments should replace faculty for the rest of the term in their courses. The College will consider providing replacement teaching funds for longer-term approved medical leaves on a case by case basis when resources are available.

Regulations require that employees are restored to the same job and pay when they return from FMLA leave; if the same job is no longer available, employees must be assigned to an equivalent job with like pay. In those cases when faculty who were replaced in their classes for the rest of the term are ready to return to full-time work, they should be assigned other duties by the department head to compensate for the classes they are not teaching. These should be real, tangible duties that are tracked, evaluated, and documented by the department head. A letter explaining these duties should be sent to the Dean's Office. These faculty members should be reassigned to their regular classes and job duties (as they had prior to FMLA leave) at the beginning of the following term.

### **Extension of the Tenure Clock**

The addition of a new family member or the responsibilities of caring for a sick family member places significant demands on employees' time, energy, and professional focus. Junior faculty member may request interruption of the tenure clock for reasons related to "extended illness, disability, childbirth, adoption of a child, death of an immediate family member, or extended care of an ill child or immediate family member." Such requests should be submitted by the faculty member through the department head to the Dean of the Franklin College. Requests for extensions of time shall be reviewed and approved by the Dean and the Provost. In certain circumstances faculty who wish to petition for interruption of the tenure probationary period must apply for leave through FMLA. See [Guidelines for Requesting Extension of the Tenure Probationary Period](#) for more information. In general, faculty who make such a request must document official medical and FMLA leave taken during the time of the qualifying event.

Faculty who will experience an FMLA event (<http://www.hr.uga.edu/family-medical-leave-act-fmla>), use medical leave (<http://askuga.uga.edu/default.asp?id=959&Lang=1&SID=>), take vacation or annual leave (<http://askuga.uga.edu/default.asp?id=960&Lang=1&SID=>) or other types of leave such as personal leave without pay (<http://askuga.uga.edu/default.asp?id=961&Lang=1&SID=>) should follow the University guidelines for these leaves at the addresses provided.