

# CLAREMONT GRADUATE UNIVERSITY

## PARENTAL LEAVE POLICY

Effective Date: July 1, 2003

*The parental leave policy is designed to provide partial paid time off for CGU faculty members in the first six months after the birth or adoption of a child in order to care for the said child. The maximum duration of the compensated leave is one semester. Parental leave may be taken by either parent. In the event that both parents are eligible faculty members, only one may request a parental leave. Such leaves are limited to one per event for each CGU faculty member where multiple births (e.g. twin, triplets) and the simultaneous adoptions are considered an "event." Any such leave must be concluded within the 12-month period following the birth or adoption of the child. It is expected that the faculty member receiving a parental leave will return to teach at Claremont Graduate University in the semester following the leave. If the faculty member does not return to teach after the leave, that faculty member will be responsible for reimbursement to the university of the leave semester salary. The faculty member will be required to sign an agreement accepting responsibility for such repayment prior to taking the leave. In the case of circumstances beyond a faculty member's control, the requirement of repayment will be waived. Details of the leave (see notification section below) should be arranged so as to minimize disruption to the academic program.*

**Eligibility:** *Available to all full-time faculty members on tenure-track or tenured appointments after completing one year of service. . Pregnancy Disability Leave (PDL) requires no waiting period. Faculty on a leave of absence that is not provided under federal or state law are not eligible for this benefit.*

**Notification:** *In order to facilitate adequate planning, the faculty member must apply for the leave in writing to the Provost and Dean of their School. The leave is arranged between the Provost, Dean, and the faculty member to determine the best type of leave, or most appropriate semester to be designated for the leave, based on the timing of the birth or adoption.*

**Guidelines for Choosing a Leave Option:**

**The faculty member may select option 1, or 2 below, with option 3 available if a continuation of the leave is desired. In all these options, it is assumed that the faculty member will try to make himself or herself available for mentoring and supervision of student research during the period of leave.**

1. **A one course reduction in teaching load for one semester with full pay.**
2. **A full, 2-course, semester's leave would be compensated at 75% of the faculty member's semester salary with full benefits. The Academic Retirement Plan benefit would be based on actual salary paid during that semester. For employees disabled by pregnancy, short-term disability (VDI) benefits will be paid during the pregnancy disability leave period and coordinated with the 75% pay. This will provide employees disabled by pregnancy with 100% of their regular salary during the pregnancy disability period. Employees disabled by pregnancy are required to apply for benefits under short-term disability (VDI) during the pregnancy disability leave period. At the end of pregnancy disability leave, salary will continue at 75% of regular salary for the duration of the semester the employee disabled by pregnancy is on leave.**
3. **Unpaid Leave: The University will also consider requests for an unpaid leave that would extend beyond the semester of the compensated leave.**
4. **At the discretion of the faculty member and with the concurrence of the Provost and faculty member's Dean, an alternative leave arrangement may be negotiated for the mutual convenience of the faculty member and the University.**

**Evidence of the birth or adoption of a child will be required. This is commonly a birth certificate or appropriate court documents. The pay the faculty person will receive will correspond to the individual's normal rate of pay for that period and will be subject to all standard withholdings and authorized deductions.**

**Contract Renewal, Promotion and Tenure: Faculty members may request that the leave semester not be counted in the number of semesters of University employment prior to a contract renewal, tenure or promotion review. The faculty member will not receive credit toward a sabbatical leave during a parental leave.**

**Claremont Graduate University's Policy is intended to go beyond the 12-week leave period mandated by Federal and State law.**