

PARENTAL LEAVE OF ABSENCE (LOA) PROCEDURES FOR BASIC SCIENCES NON-TENURE TRACK FACULTY:

Parental LOA requests originate with the Department and the Chair forwards the request to the Dean's Office for review.

Faculty requesting Parental LOA should talk with their POD's Human Resource Officer for additional details and procedures. All faculty requesting parental leave should apply for FMLA through Vanderbilt HR website, <https://hr.vanderbilt.edu/fmla/faculty.php>

Responsibility of the **Department HR Officer:**

1. Vanderbilt University HR will notify the faculty member's POD HR Officer of the eligibility decision.
2. The POD HR Officer will notify the faculty of the FMLA eligibility decision via the letter received from Vanderbilt University HR.
3. The POD HR Officer will notify the Department and Dean's Office by providing the following information:
 - a. A copy of the email from "HR FMLA Processing" with the eligibility decision.
 - b. A copy of the Vanderbilt HR Letter.

Departments will forward the following materials to the Dean's Office for Parental LOA review:

1. A copy of the signed letter of request/agreement between the PI and faculty member requesting the LOA. This should be generated following a discussion between the PI and the faculty member requesting the Parental LOA (see content statements below).
2. A copy of a letter from the PI requesting the Parental LOA to the Department Chair. This letter should contain statements to the following:
 - a. Certification by the faculty member that the purpose of the leave will be to serve as the primary caregiver for that child during the period of leave.
 - b. Certification that the leave period will not be used to actively pursue other employment opportunities or to work full- or part-time for another employer.
 - c. The anticipated start and end dates of the leave period.
 - d. A commitment to return to active status for at least an equivalent period immediately following the paid Parental LOA.
3. A letter of request from the Department Chair, addressed to the Dean, outlining the Parental LOA agreement along with a copy of the signed FMLA letter.
4. The Dean's decision letter will be sent to the Department for distribution (PI, Department Chair, Department HR Officer).

2019-2020 Faculty Manual, Part 6: Faculty Benefits; Chapter 4: Leaves of Absence.

See Section B, Part 9.

[\(https://www.vanderbilt.edu/faculty-manual/part-vi-faculty-benefits/ch4-leaves-of-absence/\)](https://www.vanderbilt.edu/faculty-manual/part-vi-faculty-benefits/ch4-leaves-of-absence/)

Human Resources Webpage:

<https://hr.vanderbilt.edu/policies/ParentalLeave.php>

<https://hr.vanderbilt.edu/fmla/faculty.php>