

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

Process:

Best practices for a Parental LOA would be to start the process as early as is reasonably possible, to allow time for the request to be processed in a timely manner. Faculty must stay in close communication and provide regular updates to their Principal Investigator (PI), the Department Chair and Admin, the University HR Office, Department HR Administrator. **NOTE:** Please keep in mind that a Parental LOA and FMLA are two separate programs/policies that sometime overlap, see [Quick Guide to FMLA, TMLA and LOAs](#).

Parental LOA requests for Non-Tenure Track Faculty originates with the faculty member requesting the Parental LOA. The faculty member should meet with their Departmental Human Resource (HR) Administrator, to help answer any questions in regard to applying for the University's Family and Medical Leave Act (FMLA), <https://hr.vanderbilt.edu/fmla/faculty.php>, and to discuss and assist with the Basic Science, School of Medicine Parental LOA process and procedure,

See Section B, Parental Leave, Part 9.

<https://www.vanderbilt.edu/faculty-manual/part-vi-faculty-benefits/ch4-leaves-of-absence/>.

When applying for FMLA, the faculty member will submit the proper documentation to the University HR Office, **at least three (3) months or as soon as is reasonably possible, prior to the requested leave dates**. After review, the University HR Office will communicate the eligibility decision to the Departmental HR Administrator. The Departmental HR Administrator will notify the faculty member, the Department Chair and Admin and the Dean's Office of the FMLA eligibility.

While waiting to hear from the University HR Office in regards to your FMLA status, the faculty member should meet with his/her PI to discuss details of a Parental LOA agreement. A letter/memorandum detailing the agreement should be drafted, signed and dated by the faculty member and the PI. The letter/memorandum should include statements addressing the following:

- 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.
- 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.
- The anticipated start and end dates of the leave period.
- A statement indicating the Parental LOA will run concurrent with any FMLA approved leave.
- A statement indicating the Parental LOA is a period of 6-weeks paid leave.
- A commitment to return to active status for at least an equivalent period immediately following the paid Parental LOA.
- Indicate whether the full amount of FLMA leave will be taken.
- If applying for FMLA, inform the PI that the Department HR Administrator will notify him/her of any and all eligibility decisions received from the University HR Office regarding FMLA.
- If applicable, check with your grant manager for guidance related to effort reporting during your leave.

A [NTT Track Parental LOA Checklist Form](#) is available for Departmental use to make sure all details of the Parental LOA agreement have been addressed. A letter requesting the Parental LOA and a copy of the signed and dated Parental LOA agreement, must be submitted by the PI to their Department Chair. The Department Chair will submit a letter and a copy of the signed and dated Parental LOA agreement to the Dean, requesting approval for the Parental LOA. The Dean will review the request and communicate the decision to the Department Chair to be distributed to the faculty member & Departmental HR Administrator.

2020-2021 Faculty Manual, Part VI: Faculty Benefits; Chapter 4: Leaves of Absence.

See Section B, Parental Leave, Part 9.

<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>