

## **PARENTAL LEAVE OF ABSENCE (LOA) PROCEDURES FOR BASIC SCIENCES INVESTIGATOR TRACK FACULTY:**

Parental LOA requests originate with the faculty member (see Faculty Manual link below for more details). The tenure/tenure-track faculty member must give at least three (3) months written notice to their department chair of their intention to take parental leave. The Department Chair forwards the request to the Dean's Office for review. The Dean reviews the request and approves or denies.

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

1. A copy of a letter addressed to the Department Chair from the faculty member requesting the Parental LOA. 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.
  - e. The revised schedule of intermediate and major promotion and tenure reviews.
2. 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, if applicable. (See FMLA information below.)
3. The Dean will review the materials and make a decision.
4. The Dean will communicate the decision to the Department, for distribution (PI, Department HR Officer).

**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.

**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>