

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

Parental LOA requests originate with a letter/memorandum agreement between the PI and faculty member requesting the LOA. The signed agreement should be forwarded to the Department Chair by the PI. The Department Chair sends a letter to the Dean requesting the Parental LOA. The request will be reviewed and the decision will be communicated to the Department Chair for distribution.

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

LEAVE OF ABSENCE PROCESS:

Faculty Member should:

1. Meet with your Departmental HR Officer for details on:
 - a. Applying for FMLA
 - b. Departmental LOA process
2. Meet with your PI to discuss LOA details resulting in a signed, dated agreement letter to include statements addressing 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.

Principal Investigator (PI):

1. Sends a letter to the Department Chair requesting the LOA.
 - a. Attach the signed and dated agreement between the PI and Faculty
 - b. Copy the Departmental HR Officer

Department HR Officer:

1. Vanderbilt University HR FMLA Processing will notify the faculty member's POD HR Officer of the eligibility decision.
2. The POD HR Officer will send the following individuals the University's decision and a signed letter addressed to the faculty member requesting the FMLA.
 - a. The faculty requesting the FMLA request.
 - b. The PI
 - c. The Department Chair

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

1. The Department Chair's letter of request for the LOA.
2. A copy of the PI's letter requesting the LOA.
3. A copy of the signed letter/memorandum agreement between the PI and faculty member.
4. A copy of the FMLA letter.

Dean's Office:

1. The Dean will review all documentation.
2. The Dean's decision letter will be sent to the Department Chair for distribution to the PI, and 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>