

To: UFC
 From: Alex Tanford, Chair of Policy Review Committee
 Date: March 9, 2020
 Re: ACA-47, Leaves for Academic Appointees

A. The UFC Policy Review Committee has reviewed ACA-47, Leaves for Academic Appointees, and finds:

1. The policy was comprehensively updated in December, 2020
2. In early 2021, the BFC Benefits Committee identified a potential error in the document approved by the UFC. Former policy: the language in former policy ACA-50 that the tenure clock stops for appointees who take family support leave was not carried over to the consolidated policy.
3. Revised ACA-47 provides that the tenure clock stops for similar leaves for medical care or family formation.
4. The benefits committee chair, the academic affairs offices for IUB and IUPUI, and the UFC Executive Committee, and the Policy Review Committee have unanimously recommended that the tenure clock stoppage provision be added to family support leave.

B. The Committee moves that the UFC amend ACA-47, Leaves for Academic Appointees, by inserting the following provision into section C, Family Support Leave, as subsection 12:

During a family support leave, the tenure clock stops unless the academic appointee requests otherwise. Abstention from performance of duties during the leave period shall not be considered in the evaluation for reappointment, tenure, promotion, or merit pay.

Appendix: Revised section C will then read as follows (new material in red):

C. Family Support Leave

1. Family support leave for academic appointees at the IU School of Medicine is governed by ACA-51.
2. Family support leave is intended for the primary care of an academic appointee's eligible family member with a serious health condition. Eligible family members are the spouse, domestic partner, parent, dependent child, or dependent child of the appointee's spouse or domestic partner.
3. Both 10-- and 12--month academic appointees become eligible for family support leave after one year of continuous full--time Indiana University service. Visiting and post-doctoral academic appointees are not eligible for family support leave with pay, but they are eligible for up to 12 weeks of unpaid leave.

4. Informal absences that will last less than three weeks (15 working days) per year are handled within the unit and are fully paid. The academic appointee must inform the department chair or unit director of the absence and its expected length.
5. For a family support leave that will extend for more than three weeks (15 working days) in a calendar year, the appointee must follow campus- or unit-specific procedures, including documentation of the medical need and the necessity for caregiving as well as any requirements that tenure-probationary faculty must follow to document tenure status while on family support leave.
6. A family support leave may last up to 12 weeks, and may be intermittent, continuous block, or reduced schedule (i.e., part-time), depending on the medical condition and the necessity for care.
7. Time spent on informal family support absences normally does not count toward the 12-week maximum for paid leave. However, if during an informal absence, the appointee applies for a family support leave for the same or a related issue, then the time already spent on the absence does count as part of the 12-week maximum for paid leave.

8. Flexibility and Teaching Assignments

- a. When a family support leave would prevent an appointee from carrying out regular teaching responsibilities in two consecutive terms, the appointee must reach an agreement with the relevant academic unit that meets the needs of both the appointee and the academic unit. Agreements may include a reduced teaching schedule in one or more terms, partial-term teaching schedules, additional non-teaching duties, or a combination of paid and unpaid leave. Appointees and academic units are encouraged to be creative and flexible in developing solutions that are fair to both the individual and the university.
- b. All family support leave agreements which span two terms must be committed to writing, signed by the appointee and the head of the relevant academic unit, and approved by the campus chief academic affairs officer, who shall be responsible for ensuring that the agreement has been entered into voluntarily and is fair to both the appointee and the university.

9. Eligible academic appointees may take paid family support leave up to twice every five years.

- a. A 10-month appointee must return to full-time service for at least one fall or spring semester between leaves; a 12-month appointee must return to full-time service for at least five months between leaves.
- b. The first week of any paid family support leave begins the period for calculating both the twelve-week leave period and five-year eligibility period.
- c. The maximum of twice in five years applies to any combination of family support and family formation leave (Section B. above), but does not apply to paid medical leave (Section A. above), including paid medical leave for pregnancy.

d. An academic appointee who has exhausted paid family support leave, but has an ongoing need to provide care for eligible family member with a serious health condition may request a leave without pay (Section F. below).

10. An eligible academic appointee shall be compensated at the following amounts for the duration of a paid family support leave period (twelve weeks maximum per instance, up to twice within each five years):

a. For academic appointees earning salaries up to and including \$125,000 annually, the leave shall be at full salary.

b. For academic appointees earning salaries above \$125,000 annually, the percentage of pay they receive shall be reduced by 1% for each \$2,000 in salary above \$125,000; however, the percentage of paid leave shall not fall below 50% of the academic appointee's salary.

11. Time spent on paid family support leave counts towards eligibility for sabbaticals, time in service, and retirement benefits.

12. During a family support leave, the tenure clock stops unless the academic appointee requests otherwise. Abstention from performance of duties during the leave period shall not be considered in the evaluation for reappointment, tenure, promotion, or merit pay.