I. Purpose
Rollins College is committed to supporting faculty members by providing them with clear and reasonable options for balancing their professional and parental responsibilities. A primary goal of the parental leave policy is to allow both the faculty member and the College the opportunity to maintain the integrity of the classroom and avoid placing undue burden on the individual or department. The College recognizes that no policy can anticipate all eventualities; therefore, the new policy leaves room for faculty members, departments and the Vice President for Academic Affairs (VPAA) and Provost/Dean to tailor certain aspects of parental leaves to accommodate individual situations.

II. Eligibility
This policy provides paid leave benefits to the following:
1) birth mother and/or
2) sole caretaker

An eligible faculty member is defined to be the sole caretaker of their newborn or newly adopted child (less than 18 years of age) who is under the custody, care, and control of the parent for the first time. The sole caretaker has primary responsibility for the care of the child for at least 20 hours per week, from Monday through Friday, between the hours of 9 a.m. and 5 p.m. Individuals adopting a spouse or partner’s child(ren) are not eligible.

Paid leave will be granted to a full time faculty member who temporarily relinquishes the duties of their position following childbirth or adoption. A faculty member who wishes to exercise the benefit of this policy must assert that s/he will be the sole caretaker for the requisite period.

In cases where both parents are Rollins College faculty members, only one parent may be designated as the sole caretaker for the purposes of this policy.

A birth mother on postpartum medical/maternity leave from her employer is presumed to be the sole caregiver unless medical documentation is provided that she is unable to assume this role. For the purposes of this policy a mother taking postpartum medical leave from her employer would not preclude her partner from taking parental leave from Rollins College.

This policy depends upon, and assumes, the good faith of its participants.
III. Leave Benefit
The following leave benefits will be provided under this policy:

1. Birth Mother: six (6) consecutive weeks of paid parental leave. This parental leave will be provided immediately following the birth of a child.

2. Adoption: six (6) consecutive weeks of paid parental leave. This parental leave will be provided immediately following the adoption of a child (less than 18 years of age) beginning at the time of arrival of the child.

3. Sole Caretaker: six (6) consecutive weeks of paid parental leave provided s/he meet the eligibility requirements. This parental leave will be provided immediately following the birth of a child or adoption of a child, beginning at the time of arrival of the child and running consecutively, except in extraordinary circumstances such as, but not limited to, medical complications for the mother or child.

The sole caretaker of a newborn or newly-adopted child (less than eighteen years of age) shall be released from all teaching responsibility during the period immediately surrounding the birth or adoption. When the birth or adoption occurs such that the leave period interrupts a faculty member’s teaching, they will normally be excused from teaching during that entire semester, however they will be required to perform non-teaching responsibilities before the birth or adoption of a child and after the six (6) weeks paid parental leave, as arranged by the Dean.

The precise nature of the non-teaching responsibilities and any other necessary arrangements associated with the leave must be arranged between the individual, the department chair, and the appropriate Dean. In such cases, the Dean, in consultation with the VPAA/Provost, will make such arrangements as are necessary and appropriate with regard to covering the teaching and other responsibilities.

If the birth/adoption occurs within six (6) weeks of the start of a semester, the faculty member is eligible to take that semester as paid leave from teaching responsibilities. If the birth/adoption occurs prior to six weeks of the start, s/he is eligible for one paid course release, four (4) semester credit hours, during that semester. In either case, eligibility is contingent on the leave not having been taken during the previous term.

During the period of paid parental leave, the faculty member’s benefits shall remain continuously in effect. Faculty giving birth or adopting a child during the summer (June 1-August 31) will not receive additional pay.

IV. Process
Eligible faculty must request parental leave in writing to their department head 90 days in advance of the requested leave start date (or as early as possible in the planning phase of an adoption process). The appropriate Dean must approve faculty requests for parental leave. Human Resources must be notified upon approval by the Dean.

For purposes of parental leave for the birth mother, appropriate medical certification is required to establish the beginning and end of the period of disability due to maternity. A faculty member returning from approved parental leave will be returned to the position s/he held prior to the leave.
V. Coordination with other Leave Policies
Paid parental leave will be coordinated with the College's Family and Medical Leave (FMLA) and Salary Continuation policies. Parental leave will be tracked concurrently as Family and Medical Leave. Cases involving postpartum disability will be tracked concurrently as Salary Continuation (short-term disability leave) and may qualify for extended disability leave benefits. Nothing in this policy precludes the eligible staff member from taking any remaining unpaid FMLA leave following the expiration of the College's paid parental leave, in accordance with the College's FMLA policy. With supervisory approval, employees may also be granted an additional four weeks of unpaid child care leave over and above any qualifying FMLA leave.

VI. Compliance with Federal Laws
Federal law requires that childbirth be treated in the same manner as the College's disability or medical leave provisions.

VII. Extension of the Tenure Clock
Any tenure-track faculty member who becomes the sole caretaker as defined above will automatically receive a one-year extension of the probationary period. Tenure track members who wish to decline the extension must notify the VPAA/Provost and respective Dean by March 1 in order to be considered for tenure in the fall of that calendar year.

Extensions may be repeated for one (1) subsequent birth, thereby extending the appointment and time on the tenure-track for a maximum of two (2) years.

When a faculty member who has taken an extension under this section is being reviewed for tenure or promotion, any letters soliciting evaluations from external reviewers should explicitly state that the candidate has taken an extension pursuant to this policy. Further, it should be stated that the policy of Rollins College is to evaluate the productivity of each candidate who has been granted an extension as if s/he had been in the probationary status for the normal duration, so that the candidate is not penalized for having received the extension.

VII. Sabbatical Credit
The semester during which a tenured faculty member takes a paid parental leave will count in the accrual of sabbatical credit.