

Heads' Handbook Insert on FMLA and PPL

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Drafted by the CLA Faculty Affairs Committee (Spring 2022):

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Introduction: The Faculty Affairs Committee was tasked by the Senate with making a recommendation in response to the 2022 DEI report on paid parental leave. Working with Wei Hong and our HR professionals, the FAC proposes to add clarifying language about family leaves to the heads' handbook.

The current copy in the [Heads' Handbook](#) reads as follows:

Illness and Other Reasons for Absences

Purdue's policies relating to illness of staff members are described in three documents.

[Executive Memorandum C-45](#) describes sick leave policies for clerical and service staff in pay status. [Executive Memorandum C-46](#) includes paid sick leave policies for faculty, administrative/professional staff, and continuing lecturers. [University Policy VI.E.1](#) describes unpaid family and medical leave for all three employee groups.

University [Policy VI.E. 2](#) describes leaves of absence for faculty, continuing lecturers, and staff for reasons not included in previous policies including military, jury duty, bereavement, and worker's compensation. The section on bereavement was recently revised.

In October of 2008 Purdue issued [University Policy VI.E.3](#). This policy permits faculty or staff to receive paid leave to care for their newborn child or an adopted child placed in their home. The policy runs concurrently with Family and Medical Leave Act (FMLA) leave and may be used in conjunction with a variety of paid & unpaid leaves. The policy was revised in 2015 to provide greater consistency in the length of leave provided to all employees.

The FAC proposes that the following language be added to this section of the handbook:

Current policy on Family Medical Leave Act (FMLA) and Paid Parental Leave (PPL)

- Purdue offers eligible employees, both faculty and staff, up to 6 weeks of Paid Parental Leave (PPL) and up to 12 weeks of FMLA Leave.
- FMLA and PPL information and eligibility can be found here: [FMLA and Paid Parental Leave \(PPL\) - Human Resources - Purdue University](#)
- FMLA is an unpaid job protected leave. A maximum of 12 weeks of unpaid leave is available for the following reasons:
 - The employee's own serious health condition
 - Birth of a child
 - Adoption of a child or placement of a child for foster care
 - Bonding with the child during the first 12 months following birth or placement and/or a Serious health condition of a parent, spouse, or child
- Eligible Purdue employees, both faculty and staff, can use Paid Parental Leave and/or paid sick time to receive pay during their FMLA leave.
- PPL applies to adoptive parents if employed by Purdue, and to non-pregnant parents. PPL can be used prior to adoption if it is part of the legal requirement for the adoption.
- Paid Parental Leave (PPL) runs concurrently with Family Medical Leave Act leave (FMLA), so the total leave time available is a maximum of 12 weeks.
 - Employees can use paid sick time for the medically required portion of leave, which, if used, would also run concurrently with FMLA.
 - For example, in the case of childbirth, employees can use sick/sick family time for the first 6-8 weeks, depending on the type of delivery, while under the care of a healthcare provider. They could then use PPL to be paid for the remainder of their FMLA leave.

The above is meant as general guidance. In the event that there are extenuating circumstances, please consult with the CLA HR Business Partner regarding available resources.

Common questions asked about PPL:

Q: How was this policy developed? Is it in line with our peers?

A: Purdue's PPL policy was benchmarked with respect to the Big 10 (B1G) when it was created. University Human Resources conducted a benchmark in 2021 as well. Another benchmarking process is going on now and is projected to be in place by Fall 2023. IU's policy is similar to Purdue's policy, and offers 6 weeks of Paid Parental Leave that can run concurrently with the 12 weeks of FMLA leave.

Q: Is it possible for a new parent to take an entire semester of leave?

A: Leaves run concurrently, and the maximum period for FMLA is 12 weeks. In some cases, it may be plausible for department heads to assign alternate duties, such as administrative work in service to the department, in order to avoid the disruption to students and staff of having faculty members in the classroom for only a brief period of the semester.

The CLA wants new parents to feel welcome and supported in our college. The CLA Faculty Senate recommends that department heads make every effort to accommodate a full semester of teaching release for faculty members requesting PPL/FMLA where possible, and to err on the side of humanity.

Q: What about cases where a parent has something unexpected happen: e.g., multiple births, babies in need of NICU care, etc. – extra duties might not be a reasonable ask. Could something be in place for emergencies like this?

A: There are established ways to ask for additional coverage, but they are not attached specifically to PPL. New faculty can get an automatic tenure clock extension for childbirth or adoption. Heads should be proactive about informing their faculty of this opportunity when reviewing FMLA/PPL issues with new hires, and with faculty requesting FMLA leave.

Q: What policies do we have for covering for faculty who can't teach?

A: Planning from the department head on teaching coverage is usually done a year in advance. When things come up unexpectedly, heads can ask for more assistance, and cases will be evaluated individually.

Q: Who pays for coverage in emergency cases? Departments or the College?

A: This will depend on individual circumstances.