

PAID FACULTY LEAVE POLICY

POLICY STATEMENT

This policy defines eligibility, procedures, and benefits for Paid Faculty Leave at Chapman University.

REASON FOR THE POLICY

Full-time Faculty, including Tenured, Tenure Track, and Non-Tenure Track, are eligible for Paid Faculty Leave (also referred to as "PFL") for up to 12 weeks of qualifying events. This policy defines eligibility and procedures for these benefits.

POLICY

General Information

Fulltime Faculty employees who are eligible for [Family Medical Leave \(FMLA\)](#), [California Family Rights Act \(CFRA\)](#), [Pregnancy Disability and Parental Leave](#), or [Disability Leave](#) ("Qualifying Leave") are eligible for up to 12 weeks of Paid Faculty Leave (PFL) in a 12-month period subject to the conditions described below. The 12-month period is measured forward from the date any Faculty employee's first Leave begins. Successive 12-month periods commence on the date of a Faculty employee's first use of such leave after the preceding 12-month period has ended. There is no carryover of unused leave from one 12-month period to the next 12-month period.

A Faculty employee eligible for Paid Faculty leave who is on a Qualifying Leave will also be placed concurrently on Paid Faculty Leave. In this event, the benefits and specified time periods for Paid Faculty Leave and other leave types will run concurrently. When a Faculty employee is placed on Paid Faculty Leave, Human Resources will inform the Faculty employee of their status, eligibility, and leave balance used and remaining. If Faculty employees qualify for more than one type of Qualifying Leave in the eligibility period (i.e., Pregnancy Disability and Parental Leave), the Paid Faculty Leave will be limited to a maximum of 12 weeks total, except where allowed per California statute.

Eligibility

A Faculty employee must meet all the following criteria to be eligible for Paid Faculty Leave:

- Full-time Faculty, including Tenure, Tenure Track, and Non-Tenure Track
- Must have worked for the University for a total of at least 12 months during any period of time as of the date that the leave begins.
- Must have worked at least 1,250 hours during the 12 months which immediately precede the date that the leave begins.

Please note, part-time employees such as lecturers, adjuncts, and other short-term employees are not eligible for Paid Faculty Leave, even if they qualify for family leave rights under applicable law. Such employees will continue to be entitled, however, to any rights they qualify for under applicable University policy.

Faculty who are eligible for PFL must apply for California State Disability Insurance (SDI). When SDI benefits are received, the SDI is taxable by the federal government but is not taxable by the State of

California. The employee will get a Form 1099-G for all or part of the SDI benefits, if taxable. The Employment Development Department administers SDI payments directly to the employee in coordination with full pay. Human Resources will work with faculty and assist with the filing of the paperwork for SDI and PFL.

Qualifying Leaves

Eligible faculty members may receive Paid Faculty Leave for:

- A serious health condition that renders a Faculty employee unable to perform their job functions.
- Caring for the employee's spouse, domestic partner, child, parent, parent-in-law, sibling, grandparent, and grandchild, with a serious health condition,
- The birth or adoption of a child -- to care for or bond with a child, to provide for the placement of a child through private or state adoption, to provide foster care or to function as a legal ward ([Pregnancy Disability and Parental Leaves Policy](#)).
- Incapacity due to pregnancy or prenatal medical care (i.e. pregnancy disability). See: https://www.chapman.edu/faculty-staff/human-resources/_files/policies/family-medical-leave-policy.pdf
- Qualifying exigency leave if the Faculty employee's spouse, domestic partner, child, or parent is a member of the National Guard or Reserves or of a regular component of the Armed Forces when on covered active duty or called to covered active duty.
- Caring for a seriously injured or ill spouse, domestic partner, child, parent, or next of kin who is a covered service member or veteran.

A "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves either:

- in-patient care in a hospital, hospice, or residential health care facility; or
- continuing treatment or supervision by a health care provider.

Note: Tenure track Faculty are reminded of their eligibility to apply for a "tenure clock stoppage" from the Office of Faculty Advancement. If someone is gravely ill, the deadline could be appealed.

Procedures

No later than the 5th day that the Faculty employee is absent from work for the same Qualifying Leave, the Faculty employee (or in the Faculty employee's absence, the Department Head, Program Director, Chair or Dean) *must contact* Human Resources to discuss any potential need for a leave.

The Faculty employee must, whenever possible, provide at least 30 days' advance notice to the Faculty employee's supervisor and the Human Resources Department, prior to the date that the Paid Faculty Leave is to begin. If this is not practicable, the Faculty employee must provide notice as soon as practicable after the Faculty employee becomes aware of the need for Paid Faculty Leave. Since academic planning occurs up to one year in advance, Faculty employees should give as much notice as possible of their need for a Paid Faculty Leave.

Within five (5) business days following receipt of such notice, absent extenuating circumstances, the Faculty employee will be apprised by the Office of Human Resources of the employee's eligibility to take Paid Faculty Leave.

The Faculty employee must provide certification as explained below within 30 days of the Faculty employee's request for Paid Faculty Leave unless it is not practicable for the Faculty employee to do so. The University will require recertification from the health care provider if additional leaves are required beyond the initial PFL period. In addition, the University may require the Faculty employee to obtain a second medical opinion at any time during the leave.

If the leave is requested for the Faculty employee's own serious health condition, the employee must provide a certification from the health care provider which states:

- date of commencement of the serious health condition;
- probable duration of the condition; and
- a statement that the Faculty employee is unable to work at all or is unable to perform the essential functions of their position.

If the leave is needed to care for a sick child, spouse, domestic partner, parent, parent-in-law, sibling, grandparent, or grandchild, the Faculty employee must provide a certification from the health care provider which states:

- date of commencement of the serious health condition;
- probable duration of the condition;
- estimated amount of time the health care provider will provide care; and
- confirmation that the serious health condition requires the participation of the Faculty employee.

Partial and Intermittent Leaves

Faculty employees, if eligible, may take Paid Faculty Leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for their own serious health condition or the serious health condition of the employee's child, parent, parent-in-law, spouse, domestic partner, sibling, grandparent, or grandchild, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition.

Since faculty employees do not complete timesheets, the Dean will determine the percentage of the duties fulfilled by the work hours versus leave hours for each academic period.

The determination of the type of intermittent or reduced-schedule leave for Faculty employees will be at the discretion of the Dean and Provost in consultation with Human Resources so as to ensure that the leave will not unduly disrupt the University's Academic operations.

The University may also temporarily transfer employees on an intermittent or reduced-scheduled leave to an alternate position with equivalent pay and benefits which better accommodates a recurring leave.

One Semester/Trimester Maximum Release from Teaching Duties

Faculty employees participating in the Paid Faculty Leave benefit and whose job duties involve teaching may, if they desire, request to be fully released from their teaching duties for a maximum of one semester/trimester during a 12-month period.

During the semester/trimester of the full teaching release, the faculty employee's work duties before and after the 12 weeks of Paid Faculty Leave will be determined at the discretion of the Dean and Provost in consultation with Human Resources.

Faculty members who will be/were released from teaching for the full semester/trimester and cannot perform alternate duties in lieu of teaching before/after the 12 weeks of Paid Faculty Leave will be required to take another type of leave, paid or unpaid, in the remaining weeks of the semester/trimester during which the teaching release was granted.

Because the full release from teaching is limited to a maximum of one semester/trimester, faculty members whose leave periods cross multiple semesters/trimesters should expect to return to teaching upon returning from leave, if the semester/trimester of their return is one in which they would normally be scheduled to teach (see Reinstatement Following Leave section).

Employee Status

Faculty employees will retain their employee status during the 12-week period of paid Faculty leave. However, time accrued toward sabbatical will be paused until the employee returns to work since the Faculty Manual contemplates various semesters or trimesters of full-time service as "minimum eligibility requirements". Once a faculty employee returns from a leave, the faculty employee will be credited with all time of service accrued before the leave of absence commenced.

Tenure-track faculty members may request an extension of their probationary periods in accordance with the Faculty Manual.

Pay During Paid Faculty Leave

Paid Faculty Leave is designed to maintain the Faculty employee's base salary during the leave period. University-provided stipends and other overloads will not be paid since these are forms of compensation above and beyond the employee base salary. Likewise, any course releases Faculty were due to receive will be forfeited and not carried over into the term the faculty member returns.

Faculty employees who continue to receive pay during leave will continue to have normal payroll deductions for health insurance coverage. If Paid Faculty Leave exhausts prior to the Faculty employee's return to work, employees are responsible for their portion of the cost of benefits. Human Resources will provide employees with information on the cost to continue benefits.

Participation in any non-elective health and welfare plans, such as group life insurance and long-term disability insurance, will continue during the entire period of the approved leave of absence.

Reinstatement Following Leave

Faculty employees returning from Paid Faculty Leave will be restored to the original or a substantially equivalent position with the same pay, benefits, and other terms of employment.

Faculty employees wanting to return to work from a serious health condition leave must submit an acceptable release to work form from the Faculty employee's healthcare provider that certifies the

employee can perform the essential functions of the job as it relates to the employee's serious health condition.

OFFICE RESPONSIBLE FOR THE POLICY

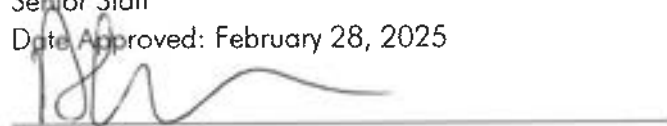
Contact information for questions about this policy:
Human Resources, Office of Employee Relations
(714) 997-6686

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/family-medical-leave-policy.pdf

WHO APPROVED THIS POLICY

Senior Staff
Date Approved: February 28, 2025



President

PUBLICATION DATES

Effective:

RELATED MATERIALS

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/disability-leave-policy.pdf

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/family-medical-leave-policy.pdf

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/pregnancy-disability-parental-leave-policy.pdf