

## GUIDELINES FOR IMPLEMENTATION OF FACULTY MATERNITY LEAVES IN THE SCHOOL OF NURSING

To achieve consistent implementation of university policy on maternity leaves for faculty members, Faculty Administration and the Human Resources Division have developed the following guidelines for deans, chairs and directors who supervise faculty members in the School of Nursing.

- 1) Loyola University Chicago wishes to recognize the special contributions but also the particular challenges of the tenured, tenure-track and non-tenure track faculty who play a central role in the University's mission of instruction and research and the special scheduling challenges faced by academic supervisors. Toward that end, the University will provide one paid academic semester (maternity leave) to any "eligible faculty." "Eligible faculty" is defined as a birth mother whose faculty appointment is of the kind described in the Faculty Handbook in Chapter 4, Sections A and B.
- 2) "Eligible faculty" are provided one semester of paid leave to be taken during pregnancy or immediately thereafter. The faculty member is required to consult with their chair person and/or dean as soon as possible to discuss the needs of both the faculty member and the department/school. In general, this consultation should take place no later than three months prior to the beginning of the planned leave.
- 3) The faculty member, chairperson and ultimately the dean are responsible for negotiating and documenting the maternity leave schedule within this leave policy. The documentation should be sent to Ms. Donna Halinski, Vice President, Physician Services and Associate Dean, Faculty Administration. Any portion of the maternity leave that is related to pregnancy-related medical conditions will be medically certified and paid through the University benefit plans; and any time within the leave that is otherwise reserved for child care will be paid through the school or college.
- 4) All Maternity Leaves will be confirmed by Faculty Administration, who will also retain authority to grant exceptions or variations. Faculty Administration will send approved leave schedule to Human Resources.
- 5) It is understood that this leave exceeds the requirements of the Family and Medical Leave Act.
- 6) See also: the University Policy on Extension of Probationary Period for Tenure (<http://www.luc.edu/academicaffairs/extprob.shtml> ). That policy is distinct from and in addition to the Maternity Leave benefit.
- 7) Ms. Halinski's office will process and track all paid maternity leaves. Human Resources will track only the portion of maternity leave that is related to pregnancy related medical conditions.