

ACADEMIC AFFAIRS COMMUNICATION REGARDING FMLA [Family Medical Leave Act]

Process for FMLA notification:

- 1. Submission by Faculty to Request Eligibility for Family/Medical Leave FMLA**
requests are submitted to Human Resources. [Leave Management Website](#)

- 2. Confidentiality of Medical Information**

In compliance with the FMLA, any information obtained by the Office of Human Resources Leave Management Administrator related to the faculty member's eligibility will be maintained confidentially. That information shall reside in the Leave Management Office of Human Resources.

- 3. Dean's Recommendation to Academic Affairs** (Angie Jones)

Upon receipt of the determination from the Office of Human Resources that the faculty member is eligible for Family/Medical Leave, the Chair will notify the dean. The dean shall notify Academic Affairs of the approval of the Family/Medical Leave and their plan to cover the responsibilities of the faculty member for the duration of the leave. The Dean sends a Deans' Recommendation form to Academic Affairs noting the dates, duration of the leave expected, and whether leave is with or without pay.

NOTE: Coverage of Faculty Member's Duties

The Department Chair, in consultation with the Dean, shall be responsible for arranging coverage of the faculty member's duties. Any adjustments to the work schedules within the department are at the discretion of the Department Chair with the approval of the Dean and are subject to department and University needs and resources. Whenever funds and qualified candidates are available, replacement instructors shall be hired, if needed, to assume the duties of a faculty member while on leave. Responsibility for covering the cost of replacement instructors will be determined through consultation among the Department Chair, Dean, and Academic Affairs.

- 4. Notification of Department Chair and Dean Regarding HRs Determination of Paid or Unpaid Leave**

Upon determination that that faculty member is eligible for Family/Medical Leave and it is their first semester of leave for the year, the Department Chair and Dean will let the faculty member know it is paid leave. If this is a subsequent FMLA in the same year, the Dean should let Academic Affairs know so that compensation (if any) for the leave can be determined and the faculty member notified.

- 6. Notification following Family/Medical Leave to faculty member regarding Tenure Clock and Tenure Clock Implications** When a tenure-track faculty member is granted Continuation Pay, an automatic one-year extension of the tenure clock will be granted. A notification from Academic Affairs will be sent to the faculty member at the end of the

Family/Medical leave indicating the timeline if the faculty member chooses to count their leave year toward tenure. The tenure clock extension shall be documented in the annual letter to faculty members indicating their current status on the tenure clock.

7. Dean's Recommendation to Academic Affairs post-FMLA (Angie Jones)

Upon completion of FMLA, it is the responsibility of the Dean's office to notify Academic Affairs with the completion of a new Deans Recommendation form to remove the faculty member from FMLA status. This is especially important as it relates to the faculty member receiving any potential legislative or merit increases.

Academic Affairs Internal Process for FMLA Leaves

1. Notification from HR to Angie Jones regarding eligibility.
2. Dean's recommendation to Angie Jones (Angie enters it into Banner).
3. End of Fall, Spring, and Summer sessions 1 and 2, Kathy Ray Powell runs a report for all Faculty FMLAs.
4. Kathy Ray Powell sends a notification letter out to each person in the database that had FMLA for the previous semester. The letter will state the Opt-in possibility and the dates due if planning to Opt-in (per the one year) timeline.
5. A notification letter should state that any Opt-in requests should be sent to the Chair/Dean and then to Academic Affairs.
6. Kathy Ray Powell should notify Ginger Watson of any Opt-in requests and any FMLAs over the past year so that the timeline is adjusted for those faculty members.