

Parental Leave for Instructional 9-Month Faculty Procedures

To help clarify the use of parental leave for 9-month instructional faculty, please see the examples below. Each situation is a little bit different and employees are encouraged to discuss the options with their management and the Benefits team to work out the best options for their case. Please note that parental leave works in conjunction with sick leave only; it may not be used immediately before or after other leaves e.g. study leave or tenure-track leave.

Baby 1 is due May, June, July, August, September or October. The Parent can take a 100% course release for the fall semester, or a 50% course release for fall and a 50% course release for spring. The department will use sick leave for the birthing mother for the period of recovery from childbirth that occurs during the academic year. The department will use 1/3 of the non-birthing parent's sick leave balance to offset Parental Leave during the academic year.

Baby 2 is due in November or December. The Parent can take a 100% course release for the spring or fall semester, or a 50/50 course release for fall/spring or spring/fall. The department will use sick leave for the birthing mother for the period of recovery from childbirth that occurs during the academic year. The department will use 1/3 of the non-birthing parent's sick leave balance to offset Parental Leave during the academic year.

Baby 3 is due January, February, March or April. The Parent can take a 100% course release for the spring semester, or a 50% course release for spring and a 50% course release for fall. The department will use sick leave for the birthing mother for the period of recovery from childbirth that occurs during the academic year. The department will use 1/3 of the non-birthing parent's sick leave balance to offset Parental Leave during the academic year.