

Faculty Maternity Leave: Modification of Duties Program

The Citadel recognizes the importance of achieving a work-life balance and realizes that faculty members are often faced with several obstacles when they are expecting a child or anticipate adopting a child. Taking partial leave under FMLA interrupts classroom learning experiences for students, imposes various issues for departments in finding classroom coverage, and creates problems for faculty who are trying to maintain a work-life balance.

The Citadel has designed a procedure that will allow a faculty member who has substantial and sustained childcare responsibilities for his/her newborn or newly-adopted child to modify his/her professorial duties for a period of time (normally one academic semester unless extenuating circumstances exist) without a commensurate reduction in pay.

This procedure for modified duties is not designed to replace any existing state or federal laws and/or already existing Citadel policies and procedures. In particular, when a faculty member's medical condition precludes work of any nature, accumulated sick leave is appropriate.

Unpaid/paid leave may also be taken under FMLA, if that option serves the faculty member best.

Qualifications

Full-time Professors, Associate Professors, Assistant Professors, and any other faculty personnel occupying a full-time equivalent (FTE) position are eligible for one academic semester period with modified duties, unless the Provost approves an extension in exceptional cases. The period of modified duties is available to a member of the faculty who gives birth or who has substantial and sustained childcare responsibility for a newborn or newly-adopted child no older than five years of age.

If both parents are employed by the Citadel, only one parent may be permitted to take a period of modified duties, although the Provost or Provost's designee may approve modification of duties for both parents should extenuating circumstances exist.

During the academic semester for which a faculty member applies for modification of duties, additional employment may not be accepted or performed. Rather, the expectation is that the faculty member will continue to carry a full complement of professorial activities.

Examples of Modified Duties

Examples of modified duties that may substitute for or be combined with reduced classroom responsibilities include but are not limited to: ongoing scholarly research; teaching one or more courses before or after the semester of modified duties, including in summer sessions; supervising of independent study courses and/or student research projects; substantial undergraduate advising; curricular initiatives or special research projects to benefit the department and/or Citadel; assessments of existing programs; outreach activities to recruit and/or retain majors; editing a newsletter or website for the Department; etc. The Dean and Department Chair, in consultation with the Office of Human Resources, will make the final determination of modified duties.

Plans for modified duties approved at the Citadel have varied by when the birth or adoption occurs in relation to the semester of modified duties. In particular, plans approved for faculty for whom the birth substantially precedes the semester of modified duties typically include substantially reduced (rather than no) classroom responsibilities. Also, a plan approved for a faculty member who can request sick leave for the period certified as medically necessary following the birth of the child (normally up to six weeks) may involve fewer responsibilities.

Approval Procedure

1. **Modified Duties Application:** Any FTE faculty member requesting a modification of duties must complete and submit the “Faculty Modified Duties Request Form” to their respective Department Chair for approval. Requests for modified duties should be made within three months of confirmation of pregnancy or of adoption, or as soon as practicable. The Director of Human Resources, or designee, serves as final approval on the modified duties request.
2. **Meeting with Human Resources Benefits Manager:** Application for FMLA sick leave for the period certified as medically necessary following the birth of the child may also be appropriate, and must be made directly to the Office of Human Resources. Please contact Dana Richardson, Benefits Manager, in the HR Office at 953-5376 to finalize plans for any use of sick leave during any approved FMLA/modified duties schedule.

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FACULTY MODIFIED DUTIES REQUEST FORM

I. THIS SECTION IS TO BE COMPLETED BY THE REQUESTOR AND FORWARDED TO THEIR DEPARTMENT HEAD.

Name:	CWID:
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Title:	Salary:
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Department:	Supervisor:
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Semester Requesting Modified Duties: <input type="checkbox"/> Spring <input type="checkbox"/> Fall	Have you met with HR Benefits Office regarding FMLA leave? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Please describe proposed modified duties and the time frame associated with the work:

Employee's Signature

Date

II. THIS SECTION IS TO BE COMPLETED BY THE RECIPIENT'S DEPARTMENT HEAD AND FORWARDED TO THE HUMAN RESOURCES DEPARTMENT.

I have discussed the possibility of modified duty work with the above mentioned employee. I believe this employee is a good candidate based on job responsibilities and performance in his or her current position.

Please describe the approved modified duties and the time frame associated with the work:

Department Head's Signature

Date

III. THIS SECTION IS TO BE COMPLETED BY THE DIRECTOR OF HUMAN RESOURCES

Has the recipient met the requirements of the Modified Duties Program? Yes No

The request of the recipient has been: Approved Disapproved Semester approved: _____

Effective dates of approval: From _____ To _____

Comments: _____

Director of Human Resources

Date