

Creighton College of Arts & Sciences

CCAS Faculty Procedure for Parental Leave

Rationale.

The University has a specified policy on Parental Leave, but CCAS has not identified college-specific procedures to accompany that policy. Faculty in particular have unique situations that may require a more complex procedure for taking advantage of this policy. The current procedure is meant to streamline the procedure for applying for parental leave for faculty in the College of Arts and Sciences.

Scope.

This Policy applies to benefits eligible faculty in the College of Arts and Sciences who are also eligible for the University parental leave policy.

Definitions.

Benefits-eligible CCAS faculty: Any employee who holds at least a $\frac{3}{4}$ time faculty contract in the College.

Policy:

Creighton University's policy on parental leave, policy 2.2.26 (created in 2012 and revised in 2016), is available [here](#). The current procedure is tied to this policy and does not alter this policy in any way. Benefits-eligible faculty are also awarded sick leave that may also be able to be used toward parental leave. Faculty wishing to review the number of sick leave days they have accrued must do so through Human Resources.

Procedure:

Benefits-eligible CCAS Faculty wishing to take advantage of the University Parental Leave policy should first notify their departmental chair of their intent to take parental leave. It is the responsibility of the department chair to notify the appropriate Associate Dean of the College and the Assistant Dean for Operations of the intent of the faculty to take parental leave, and the approximate dates that leave is expected to take place.

After notification, the Associate Dean and the Assistant Dean for Operations will meet with the faculty member and the faculty member's department chair to discuss options for parental leave. At this meeting, an appropriate plan for leave will be created and agreed upon. If it is not possible for the individuals involved to come to an agreed-upon leave, an alternative committee may be formed (including one or more alternative Associate Deans, the Dean, and/or Human Resources personnel).

Once a leave plan is agreed upon, the Assistant Dean for Operations will take the plan to the Dean for their approval. If the Dean does not approve the plan, the original committee will again meet to try and come up with an alternative plan. If the Dean does approve the plan, the signed

agreement will be forwarded to the Faculty and the Faculty's Chair.

It is the responsibility of the faculty member applying for leave to also notify Human Resources of their intent to take leave and to complete any and all appropriate paperwork involved in Parental Leave and FMLA (which is to be taken concurrently, per the Parental Leave policy). This notification can take place before or after the meeting with the Associate and Assistant Deans but is a separate process that will not affect the College Plan.

Once parental leave is completed, the faculty member shall return to their normal scheduled workload.

Approved by Faculty Senate Jan 21, 2020