

## **Resolution 2015-2016-4 Paid Family Emergency Leave Policy and Procedures for UCF Faculty**

**Whereas**, it appears that current UCF policies do not provide for consistent paid family emergency leave for faculty; and

**Whereas**, provision of family emergency leave for faculty has been inconsistently given and allowed on an ad hoc basis and a variety of options have been used (see Attachment 2); and

**Whereas**, UCF, along with UF, USF, FAU, and FSU all now have paid parental leave policies showing UCF's commitment to faculty and career-life balance; and

**Whereas**, having a paid family emergency leave policy for faculty at UCF is needed for the competitive recruitment, hiring, and retention of faculty; therefore

**Be It Resolved** that the Faculty Senate of UCF encourages the administration to work with UFF-UCF to develop equitable, consistent policies and procedures to provide paid family emergency leave for faculty; and

**Be It Further Resolved** that the Faculty Senate of UCF recommends that any development of Paid Family Emergency Leave Policy consider and address the list of examples and conditions identified in Attachment 1: Paid Family Emergency Leave Examples and Conditions.

## **Attachment 1: Paid Family Emergency Leave Suggested Definitions, Examples and Conditions**

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The following are offered as examples of conditions and specifications to be considered as part of Policy on Family Emergency Leave for faculty experiencing a family crisis, and do not represent as an exhaustive set of conditions that may be incorporated into the Paid Family Emergency Leave Policy and Procedures.

#### **Definitions:**

The UCF definition of family can be found in UFF handbook.

#### **Types of leave:**

Expected emergencies, for example, include caring for a family member with a terminal illness or end-of-life for elderly family members.

Unexpected emergencies, for example, include family member hospitalized after injury or family member reported as missing to law enforcement or loss of family home to fire.

**Eligibility:** Such paid leave be available to all UCF faculty irrespective of length of employment at the university who are on contracts for a minimum of 0.75 time.

**Funding and Duration:** a maximum of 1 semester of paid leave (up to 19.5 weeks).

- a. The faculty member will not be expected to use their accrued leave or sick leave pool days for paid family emergency leave.
- b. Faculty member will need to complete appropriate paperwork in collaboration with supervisor and have paperwork approved.
- c. If both partners are employed UCF faculty, the ability for both to be on paid family emergency leave simultaneously or sequentially will be at the discretion of the University.

#### **Obligations:**

- a. After receiving paid family emergency leave, the faculty member is expected to rejoin the university for a minimum of one year.
- b. Upon separation from the university, the paid family emergency leave will be deducted from any accrued unused sick/annual leave before reimbursing the faculty member.

## **Attachment 2: Paid Family Emergency Leave Examples of Current Procedures**

### **Resolution 2015-2016-4 Paid Family Emergency Leave Policy and Procedures for UCF Faculty**

1. Regarding eligibility for family emergency leave, the variety of requirements associated with their duration of employment at the university that have been used on an ad hoc basis include the following:
  - a. A faculty member must have:
    - i. Been employed at UCF for a minimum of one year prior to eligibility for leave and/or
    - ii. Accrued leave must be available for use in order to be eligible for leave.
  - b. Either of these requirements creates an eligibility disadvantage for recently hired faculty.
2. Regarding performance of all or partial regular UCF duties, an inconsistent set of requirements that have been used on an ad hoc basis include the following:
  - a. A faculty member must:
    - i. Continue to perform all regular UCF duties
    - ii. Find their own no-cost replacement for duration of emergency
    - iii. Continue only non-instructional duties such as research/grant work and/or service or
    - iv. Agree to a plan for modified instructional duties (MID)
    - v. Or modified instructional duties have not been allowed as an option.