
**POLICY ON EXTENDED ILLNESS, DISABILITY, AND FAMILY LEAVE FOR FACULTY
(OTHER THAN TWELVE MONTH)
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**(Approved by the Board of Trustees, March 31, 1994)
(Amended by the Board of Trustees, November 6, 2003, August 31, 2006, September 6, 2007)**

I. Coverage

This policy applies to persons holding regular faculty appointments (tenured, tenure track, or non-tenure track) who are eligible for participation in either the North Carolina State Retirement System or the Optional Retirement Program and who are also eligible under the provisions of the Family Medical Leave Act (FMLA). It does not apply to faculty members with twelve-month appointments annually; these persons are covered under a separate leave policy of the Board of Governors. It does not apply to persons with adjunct faculty appointments.

II. Benefit

A faculty member who has a medically verifiable extended illness or serious disability may request salary continuation for up to sixty calendar days. The sixty-day period begins with the first day of the absence. More than one disability leave may be granted in an academic year, so long as the second illness or disability for which leave is sought is unrelated to the first. Unused leave shall not accumulate nor be carried forward from academic year to academic year.

III. Use of Leave

The period of leave provided under this policy may be used for medically verifiable sickness or injury which prevents the faculty member from performing usual duties, including temporary disability connected with childbearing and recovery. This leave may also be used for the first-year care of a child following birth, adoption, or placement of a child for foster care with the faculty member. A faculty member who anticipates the need for a temporary disability leave relating to maternity and/or the care of a child as described above should notify the department head in writing as soon as possible.

Female faculty shall not be penalized in their condition of employment because they require time away from work caused by or contributed to by pregnancy, miscarriage, abortion, childbirth or recovery. Disabilities resulting from pregnancy shall be treated the same as any other temporary disability. The type and nature of the faculty member's duties during pregnancy shall be determined by the department head in consultation with the faculty member and upon advice she receives from her physician.

A faculty member may seek leave needed as a consequence of a medically verifiable illness/disability of a member of the immediate family (defined as spouse, parents, children - including step relationships) or domestic partner who reside (or must reside because of the illness) in the faculty member's home, or other legal dependents living in the faculty member's household.

IV. Administration of Benefit

It is the responsibility of the faculty member to request the use of leave provided by this policy as soon as possible upon learning of the need for the leave. This request will normally be made in a letter to the department head*. The department head may request medical verification of the faculty member's illness or disability, including a physician's statement about the probable length of absence from normal duties. If the

* In those schools not having department heads, the request will be made to the dean.

request is for the purpose of caring for a faculty member's family member, domestic partner, or dependent, the department head may also request medical verification of the illness or disability of that person and may also inquire about the circumstances which make it impossible or difficult for the faculty member to carry on with normal duties. Expenses for obtaining medical verification must be borne initially by the employee. In some cases a second or third opinion may be required by the department head. In such cases, the expense for further verification will be covered by the department requesting it. The department head may require, on a reasonable basis, subsequent re-verifications at the department's expense during the period of leave. For purposes of adoption, a request for leave must be supported by reasonable proof of the adoption. Reasonable proof includes documentation from the licensed adoption agency or court documents. To facilitate the gathering of necessary verification, the department head may request the assistance of the Office of Human Resource Services.

The department head will make a recommendation to the dean concerning whether or not to grant the request for leave. When the request is the result of the faculty member's illness or disability, the department head will recommend leave if the need for leave is readily evident or if it is supported by sufficient medical verification in the view of the department head. When the request is to care for the faculty member's family member, domestic partner, or dependent, the department head may base the recommendation on other factors, including the needs of the unit, timing within the academic year, effect on students, ability of the unit to compensate for the absence, etc.

The dean is responsible for making a decision on whether or not to approve leave after reviewing the department head's recommendation and consulting with the Office of Human Resource Services. The dean will provide written notification of the decision to the department head, who will, in turn, advise the faculty member. The dean will provide a copy of the notice to the Office of the Provost and Human Resource Services.

The department head is responsible for securing, to the extent possible, substitute personnel for the duration of the faculty member's leave. Any adjustments in work schedules within the department are at the discretion of the department head with the approval of the dean and are subject to departmental and institutional needs and resources.

The cost of substitute personnel is the department's responsibility. In recommending approval of a leave to the Provost, the department head or dean will certify that he or she is prepared to develop a plan to cover the responsibilities of the faculty member for the duration of the leave.

Leave may be granted for up to a period actually required by the disability, not to exceed sixty calendar days or the end of the faculty member's contract period, whichever occurs first.

If the illness or disability requires an absence from faculty duties of longer than sixty calendar days, the faculty member may petition for a leave of absence without pay under procedures described in the *Handbook for Faculty* and in University policies implementing the Family and Medical Leave Act (FMLA) and the North Carolina Family Illness Act (NCFIA). The FMLA entitlement of 12 weeks of leave without pay will run concurrently with any period of paid time off. The NCFIA allows for an extension of up to 52 weeks of leave without pay during a five-year period in cases of serious illness of a child, spouse or parent. The faculty member may also apply to Human Resource Services for salary continuation through the Disability Income Plan or through another disability program offered to University employees on an optional basis.

V. Appeals

A dean's decision not to grant a request for leave under this policy may be appealed to the Provost.

VI. Confidentiality

Communications concerning leave requested or granted under this policy are subject to the same confidentiality requirements as other personnel records.

VII. Record-Keeping

Because this policy provides an important financial benefit, accurate records on its invocation must be maintained. Human Resource Services will maintain the official records and, from time to time, will make general reports on its use to other University administrators and to the Faculty Senate.

VIII. Coordination with Other Policies

The “Regulations on Academic Freedom, Tenure and Due Process” provide that “At the time a request for leave is granted, the faculty member, the department head, the dean and the Provost will agree in writing whether time spent on a leave of absence will count as probationary service. In the absence of an agreement or if the parties fail to reach an agreement, time spent on leave of absence shall count as probationary service.”

A faculty member granted leave under this policy may have his or her five-year post-tenure review delayed by a period agreed upon by the faculty member, the department head and the dean.

The terms of this policy pertain only to a leave with full pay for a specified period because of illness or disability. This policy has no effect on provisions for leave without pay as described in the *Handbook for Faculty*.

The leave with full pay provided for under this policy shall have no effect on the faculty member’s other employment benefits.

Leave offered under this policy is not allowable as terminal leave payment when the faculty member leaves the employment of the University. It may not be used to extend years of creditable state service for retirement benefits. However, it may be exhausted prior to participation in the Disability Income Plan, provided to state employees. Employees with a balance of accrued leave from a previous 12-month appointment should be asked to exhaust that leave before receiving sick leave under this policy.