

Primary Caretaker Leave for Faculty

Purpose *The primary caretaker leave policy is designed to provide partial paid time off for faculty members in the first six months after the birth or adoption of a child. The maximum duration of the compensated leave is one semester. It is expected that the faculty member receiving a primary caretaker leave will return to teach at Pitzer College in the semester following the leave. If the faculty member does not return to teach after the leave, that faculty member will be responsible for reimbursement to the college of the leave semester salary. The faculty member will be required to sign an agreement accepting responsibility for such repayment prior to taking the leave. In the case of circumstances beyond a faculty member's control, the requirement of repayment will be waived. Details of the leave should be arranged so as to minimize disruption to the academic program (see notification section below).*

Definition A primary caretaker is defined as the person who assumes the principal role of caretaker during the period of the leave.

Eligibility Available to all full-time faculty members on tenure-track or tenured appointments, after completing one year of service. Female or male faculty members may apply. The person taking the leave must be the only primary caretaker, and if both parents are employed by Pitzer they are eligible for one leave period, which may be shared, or used by either parent. The person applying for the leave must apply in writing to the Dean.

Notification In order to facilitate adequate planning, the faculty member should notify the Dean of Faculty as soon as possible to arrange for the appropriate leave. The leave is arranged between the Dean and the faculty member to determine the best type of leave, or most appropriate semester to be designated for the leave, based on the timing of the birth or adoption. The following guidelines will inform these discussions. The Dean will keep the Faculty Executive Committee informed about the details of all requested leaves.

Guidelines for Choosing a Leave Option

The faculty member may select option 1 or 2 below, with option 3 available if a continuation of the leave is desired.

1. A full, 2-course, semester's leave would be compensated at three-fourths of the faculty member's semester salary with full benefits. The Academic Retirement Plan benefit would be based on actual salary paid during that semester.
2. A six-week leave would be compensated at a faculty member's full salary with full benefits. The six-week leave would be coordinated with the short-term disability program (VDI) when appropriate. (Neither adoptive parents nor males are covered by the short-term disability program.)
3. Unpaid Leave: The College will also consider requests for an unpaid leave that would extend beyond the semester of the compensated leave.

Contract Renewal, Promotion and Tenure: Faculty members may request that the leave semester not be counted in the number of semesters of College employment prior to a contract renewal, tenure or promotion review. The faculty member will not receive credit toward a sabbatical leave during a primary caretaker leave.

Federal and State Law

Both federal and state laws (Family Rights Act of 1991, amended 1993, and the federal Family and Medical Leave Act of 1993) require employers to provide for up to a total of 12 work weeks of *unpaid* leave in any fiscal year. The legislation was designed to provide leave for the birth or adoption of children as well as other serious medical conditions (see policy on Family and Medical Leave for information about illness leaves). Pitzer's policy goes beyond the expectation of the law.