

# BOWDOIN COLLEGE

## Faculty Medical and Family Leave Policy

May 1, 2026

### 1. PURPOSE

This policy describes the types of medical, family care, and parental leave available to benefits-eligible faculty members, the pay protections and supplemental pay programs associated with each leave type, and the job protection rights available under applicable federal and state law. This policy should be read in conjunction with the College's [Faculty Handbook](#) the [Family and Medical Leave Policy](#), and the [Maine State Leave Policy](#).

The College complies with all applicable federal, state, and local laws in the jurisdictions in which it operates. Where state-specific laws impose additional requirements, those requirements will apply to affected individuals or activities.

### 2. SCOPE

This policy applies to all benefits-eligible faculty members appointed at 50% FTE or greater during the academic year. Non-benefits-eligible faculty, including adjuncts, are not eligible for salary continuation benefits under this policy but may qualify for job-protected leave under Maine PFML or applicable law and should refer to the Maine State Leave Policy for information. Eligibility requirements for each benefit appear in the applicable section.

### 3. DEFINITIONS

As used in this policy, the following terms have the meanings set forth below.

- **Regular Salary** means the faculty member's regular annual pay, excluding bonuses, stipends, and other supplemental compensation.
- **Benefits-Eligible Faculty** means full-time and part-time faculty members appointed at 50% FTE or more who qualify for the College's group benefits program.
- **Benefit Year** means the 12-month period used to measure Maine PFML leave entitlements, as established by The Standard consistent with applicable law. The 12-month benefit year begins on the first day of the calendar week immediately before the date the faculty member's first approved Maine PFML leave begins and resets on the same date each year.
- **Disability** means a condition in which the faculty member cannot perform the material and substantial duties of their regular position due to sickness, injury, mental illness, substance abuse, pregnancy, or childbirth, as further described in the applicable plan documents administered by The Standard.
- **Serious Health Condition** means an illness, injury, impairment, or physical or mental condition involving inpatient care or continuing treatment by a health care provider, as defined under FMLA, the Maine Family Medical Leave Requirements Act, Maine PFML, and any other applicable state law.
- **Family Member** means a spouse, domestic partner, child (biological, adoptive, foster, step, or de facto), parent (biological, adoptive, foster, step, de facto, legal guardian, or person who

stood in loco parentis), parent-in-law, sibling (biological, adoptive, foster, step, or de facto), grandchild (biological, adoptive, foster, step, or de facto), grandparent (biological, adoptive, foster, step, or de facto), or any person with whom the faculty member has a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship. This definition is consistent with the covered family member definition under Maine PFML. The College may require additional information confirming the relationship qualifies under this policy.

- **Full-Time Equivalent (FTE)** means the ratio of a faculty member's scheduled work commitment to the standard appointment. An FTE of 1.0 represents a full-time appointment. References to work assignments "up to their regular FTE" mean non-teaching duties proportional to the faculty member's appointment percentage.
- **Non-Working Period** means the period during which benefits-eligible faculty are not scheduled or expected to work, generally June 1 through the third week of August, with specific August dates determined by the annual academic calendar. Non-Working Periods are not eligible for Maine PFML wage replacement benefits. These periods apply regardless of whether the faculty member is on sabbatical or other approved professional leave.
- **Scheduled Payroll** means the regular payroll cycle on which the College processes compensation for the applicable employee workgroup. The payroll cycle for faculty is monthly, paid on the last business day of each month.

#### **4. SHORT-TERM ABSENCES FOR PERSONAL ILLNESS OR INJURY**

Faculty members who must be absent from classes or other responsibilities due to a personal illness or injury must notify their department chair and the Associate Dean for Curriculum and assist with any necessary arrangements for coverage.

Faculty members absent for three (3) or more consecutive days due to personal illness or injury must additionally contact Human Resources. Human Resources will provide the faculty member with instructions for filing short-term disability benefits, FMLA leave, and state paid family leave as applicable.

#### **5. SHORT-TERM ABSENCES FOR FAMILY ILLNESS OR INJURY**

The College provides up to 40 hours (5 days) of paid time per calendar year under the Family Care Absence Policy for faculty members who must be absent from classes or other responsibilities to care for an ill or injured spouse, domestic partner, child, or parent. Faculty members must notify their department chair and the Associate Dean for Curriculum and assist with any necessary arrangements for coverage.

#### **6. LEAVE AND DISABILITY BENEFITS ADMINISTRATION**

All faculty members may be eligible for job-protected leave under applicable federal and state law. The College administers FMLA through Human Resources. The Standard Insurance Company (The Standard) administers short-term disability, long-term disability, and paid family and medical leave benefits.

## **Federal Family and Medical Leave Act (FMLA)**

FMLA provides eligible employees up to 12 weeks of leave for certain family and medical leave reasons during any 12-month period. The College will measure the 12-month period as a 12-month period measured forward from the date a faculty member's first leave begins. Eligibility requires 12 months of employment and 1,250 hours worked in the prior 12 months. Refer to the College's Family and Medical Leave Policy for details, including eligibility, leave reasons, and job reinstatement rights. Eligible faculty members must notify Human Resources to request FMLA leave.

### **A. Contact Information for The Standard**

The Standard serves as the College's private plan administrator for short-term disability, long-term disability, and paid family and medical leave benefits. The Standard administers these benefits for employees working in Maine, New York, Massachusetts, Maryland, and Minnesota.

**Phone:** 866-756-8116

**Hours:** Monday through Friday, 8:00 a.m. to 8:00 p.m. EST

### **B. Private PFML Plan**

The College administers a private Paid Family and Medical Leave plan through The Standard. The private plan currently covers employees working in Maine, New York, Massachusetts, Maryland, and Minnesota. All faculty members are considered to be working in Maine, including when on sabbatical or other paid professional leaves. Eligible faculty members must file a claim with The Standard to receive PFML benefits.

Leave under FMLA or Maine PFML is granted with the understanding that the faculty member is unable to work due to the qualifying reasons for the leave. While on approved leave, faculty should not perform any work for the College, including travel for conferences or scholarly or artistic work; they are therefore also not eligible to draw on College funding for any work performed while on leave.

## **7. MAINE PAID FAMILY AND MEDICAL LEAVE**

The College offers Maine Paid Family and Medical Leave (Maine PFML) through a state-approved private plan administered by The Standard. Maine PFML provides eligible employees with partial wage replacement and job-protected leave for qualifying personal and family reasons. Faculty members should refer to the College's Maine State Leave Policy for full details, including eligibility requirements, qualifying reasons, job reinstatement rights, and claim procedures.

### **A. Eligibility**

Faculty members who work in Maine and have earned in Maine at least six times the state average weekly wage during the first four (4) of the last five (5) completed calendar quarters prior to taking leave are eligible for Maine PFML wage replacement benefits. Faculty members who have worked for the College for at least 120 consecutive days are also eligible for job-protected leave under the program. Faculty should contact Human Resources with eligibility questions.

### **B. Qualifying Reasons**

Maine PFML covers leave for an employee's own serious health condition, care for a family member with a serious health condition, bonding with a new child, a qualifying military exigency,

or safe leave due to domestic violence, sexual assault, or stalking. Refer to the Maine State Leave Policy for the complete list of qualifying reasons.

### **C. Leave Duration**

Eligible faculty members may take up to 12 weeks of Maine PFML leave per benefit year. Where applicable, Maine PFML runs at the same time as FMLA and any company paid leave entitlement.

### **D. Benefit Amount**

Maine PFML provides partial wage replacement based on the employee's wages relative to the state's Average Weekly Wage. The benefit percentage and maximum weekly amount are set by the State of Maine and may change annually. Faculty members file a claim directly with The Standard. Human Resources will assist with the claim filing process.

### **E. Notice and Claims Reporting**

Faculty members must notify Human Resources as soon as practicable when they anticipate or need to take Maine PFML leave. For foreseeable leave, the faculty member must provide at least thirty (30) days advance notice. When the need for leave is unforeseeable, the faculty member must notify Human Resources as soon as possible.

Faculty members must file a Maine PFML claim directly with The Standard no earlier than 60 days before the start of leave and no later than 90 days after the start of leave. Human Resources will provide instructions on the claim filing process and can assist with the process as needed.

### **F. Non-Working Periods**

Maine PFML benefits are not payable during any period an employee is not scheduled or expected to work. For benefits-eligible faculty, the standard work period begins the Monday of the week of fall semester orientation, which is the week prior to the first day of fall classes and is normally the fourth week of August, and ends May 31 after Commencement and final spring grades, in accordance with the *Faculty Handbook* I.A. PFML leave will therefore not be designated during the period of June 1 through normally the third week of August, with specific August dates determined by the annual academic calendar. Please note that these periods continue to apply if a faculty member is on sabbatical or other approved professional leave.

For non-benefits-eligible faculty, including adjuncts, the standard work period for the fall semester is from the first day of classes through December 31, and for the spring semester is from the first day of classes through May 31.

If a faculty member's qualifying condition begins or continues during a non-working period, PFML benefits become payable only when the faculty member is next scheduled to return to work and the condition still prevents them from working, and the non-working period does not count towards their 12-week maximum. A faculty member in this situation must file a separate PFML application for the period beginning on their scheduled return date.

Faculty members with questions about how a non-working period may affect their PFML eligibility or benefit amount should contact Human Resources before the start of leave.

## **8. SHORT-TERM DISABILITY FOR PERSONAL MEDICAL LEAVE**

The College provides eligible faculty members with a short-term disability (STD) benefit at no cost to the employee. This benefit provides 100% of a faculty member's regular pay when they cannot work due to a qualifying disability. For complete plan terms, refer to the [Faculty Salary Continuation Plan Summary Plan Description \(SPD\)](#) on the HR website.

The Standard administers the STD benefit on behalf of the College. Faculty members must file an STD claim with The Standard within 30 days of the start of disability to receive benefits.

### **A. Eligibility**

Full-time and part-time benefits-eligible faculty members, including visiting faculty, with an FTE of .50 or greater and who have completed 30 days of continuous service are eligible. Non-benefits-eligible faculty members, including adjunct faculty, are not eligible, but may be eligible for job-protected leave and partial wage replacement under Maine PFML. Faculty members who do not follow the claim filing process outlined in this section are not eligible for benefits.

### **B. Definition of Disability**

A disability exists when an employee cannot perform the material and substantial duties of their regular position due to sickness, injury, mental illness, substance abuse, or pregnancy.

### **C. Benefit Amount and Duration**

An approved faculty member receives 100% of their pre-disability earnings beginning on the first day of disability. Benefits continue for up to 24 weeks per disability period.

The benefit may be reduced by other income the faculty member receives for the same disability, including workers' compensation, state disability benefits, or Social Security disability. Faculty members must report any such income to The Standard promptly. Upon approval, the College continues to pay the faculty member's full regular salary through scheduled payroll for the duration of the approved STD period.

Faculty members may take approved STD leave on a full-time or part-time basis when medically necessary based on medical documentation completed by the faculty member's health care provider.

While on approved STD leave, the faculty member is released from all teaching responsibilities and work expectations and should not engage in any work for the College. Faculty on part-time leaves are released from all work during the portion of time that is designated as leave time, and Human Resources and the Dean for Academic Affairs will work with them to identify appropriately prorated duties that can be completed during the portion of time that is not designated as leave time.

If the timing and duration of an approved STD leave is such that the faculty member's courses are cancelled for a given semester, for any portion of that semester that is prior to or subsequent to the leave, the College will continue 100% wage replacement throughout the semester, paid through the College's scheduled payroll, and the faculty member will be assigned alternative on-campus non-teaching work, up to their regular FTE, during this period.

### **D. Health Benefit Coverage During Leave**

The College continues to pay its share of insurance premiums while the faculty member is on approved STD leave. The faculty member remains responsible for their usual benefit

contributions, provided they remain employed by the College. If employment ends during the leave period, applicable benefit continuation provisions apply.

#### **E. Notice and Documentation**

A faculty member must contact Human Resources any time they anticipate being absent, or are absent, due to an illness or injury lasting more than three (3) consecutive days. This requirement applies equally to working periods when teaching, to working periods when on sabbatical or other approved leave, and to non-working periods (summers).

Faculty members must notify Human Resources as soon as practicable when they anticipate or need to take medical leave. This requirement applies regardless of whether the medical leave would take place during an FMLA or Maine PFML-eligible working period.

For foreseeable leave, the faculty member must provide at least thirty (30) days advance notice and must work with the Associate Dean for Curriculum, their department chair, and Human Resources to arrange appropriate coverage and minimize disruption to academic operations.

When the need for leave is unforeseeable, the faculty member must notify Human Resources as soon as possible. The faculty member is responsible for providing all required documentation to The Standard. Failure to provide required documentation to The Standard may result in delay or denial of STD benefits for the affected leave period.

#### **F. Coordination with FMLA and State PFML Leave**

STD leave runs at the same time as any applicable FMLA or state paid or unpaid leave entitlement, including Maine PFML.

Faculty members who are eligible for Maine PFML benefits must apply for those benefits when STD leave begins.

This plan does not guarantee eligibility for the College's long-term disability plan. Faculty members approaching the end of their short-term disability benefit should contact Human Resources to discuss long-term disability eligibility.

#### **G. Return to Work**

Before returning to work from STD leave, the faculty member must provide a medical release from their treating provider to Human Resources, and Human Resources must approve them to return to work. Time spent on STD leave is not considered a break in service.

### **9. LONG-TERM DISABILITY**

The Long-Term Disability (LTD) plan provides income replacement to faculty members who remain unable to work after the STD benefit period ends. The College funds this benefit in full at no cost to the employee. The Standard administers the plan on the College's behalf. For complete plan terms, benefit schedules, and disability definitions, refer to the [Group Long-Term Disability Insurance Summary Plan Description \(SPD\)](#).

#### **A. Eligibility**

Full-time and part-time benefits-eligible faculty members, including visiting faculty, with an FTE of at least .50 or greater and who have completed 30 days of continuous service are eligible. Non-benefits-eligible faculty members, including adjunct faculty, are not eligible. Faculty members

must file an LTD claim with The Standard to be eligible for benefits. Contact Human Resources for assistance with the claim filing process.

## **B. Payment of Benefits, Health Benefit Coverage, and Leave Coordination**

LTD benefits begin after a 180-day waiting period. An approved faculty member receives 60% of their monthly pre-disability earnings, subject to plan maximums and offsets for other disability income. The Standard pays the benefit directly to the faculty member. Refer to the SPD for the full benefit schedule and duration.

The College continues to pay its share of health insurance premiums for up to six (6) months during LTD leave. After six months, the faculty member is responsible for the full cost of continued coverage, provided they remain employed by the College. If employment ends during the leave period, applicable benefit continuation provisions apply.

LTD leave runs at the same time as any applicable FMLA or state leave entitlement.

## **C. Notice, Documentation, and Return to Work**

A faculty member must contact Human Resources any time they anticipate that an illness or injury may trigger LTD benefits so that required paperwork can be completed. The faculty member is responsible for submitting all required documentation to The Standard. Failure to provide required documentation may result in loss of benefits.

Before returning to work, the faculty member must provide a medical release from their treating provider to Human Resources, and Human Resources must approve them to return to work. Time spent on LTD leave does not constitute a break in service.

# **10. FACULTY PAID FAMILY CARE LEAVE**

The College provides up to 12 weeks of paid family care leave to eligible faculty members who need leave to care for a qualifying family member with a serious health condition. The paid family care leave benefit under this policy is a supplemental wage replacement benefit and does not create a separate leave entitlement beyond any leave available under FMLA, Maine PFML, or applicable law.

## **A. Eligibility**

The College's paid family care leave benefit described in this policy is available only to full-time and part-time benefits-eligible faculty members, including visiting faculty, with an FTE of .50 or greater and who have completed 12 months of continuous service. Non-benefits-eligible faculty members, including adjunct faculty, are not eligible.

Faculty members who do not meet the notice, documentation, and claim filing requirements outlined in this policy are not eligible for the College's paid family care leave benefit but may be eligible for partial wage-replacement and job-protected leave through the Maine PFML program.

## **B. Definition of Family Member**

A faculty member may take Paid Family Care Leave to care for a family member with a serious health condition (see section 3 "Definitions").

When a faculty member requests leave to care for someone with whom they have a significant personal or family-like bond, the College may require additional information confirming that the relationship qualifies under this policy.

### **C. Definition of Serious Health Condition**

A serious health condition has the meaning set forth under applicable federal and state law, including FMLA, Maine Family Medical Leave Requirements Act, Maine PFML and any other applicable state laws, and generally includes an illness, injury, impairment, or physical or mental condition involving inpatient care or continuing treatment by a health care provider.

### **D. Supplemental Pay Entitlement and Leave Duration**

Eligible faculty members may take up to 12 weeks of paid family leave in a year to care for a qualifying family member with a serious health condition. The leave year is the 12-month period measured forward from the date a faculty member first uses leave under this policy.

Faculty members may take family care leave on a full-time or reduced schedule basis when medically necessary based on medical documentation completed by the faculty member's qualifying family member's health care provider. To receive the College's paid family care leave benefit under this policy, the leave must be taken on a continuous basis within a single semester. Faculty members taking leave must work with the Associate Dean for Curriculum, their department chair, and Human Resources to arrange appropriate coverage and minimize disruption to academic operations. This coordination is a scheduling requirement, not a condition of leave approval.

Faculty members who do not adhere to the scheduling requirement described above are not eligible for the College's salary supplement under this policy but retain all rights to file for Maine PFML benefits directly with The Standard and to take job protected leave under applicable law.

### **E. Payment of Benefits**

To receive the College's paid family care leave benefit, the faculty member must apply for Maine PFML benefits with The Standard at the time leave begins. The College will pay the difference between the Maine PFML weekly benefit and the faculty member's regular salary, bringing total compensation to 100% of regular salary for the duration of the approved leave period, up to a maximum of 12 weeks. The total pay will not exceed 100% of the faculty member's regular pay, and the combined benefit payments are paid through the College's scheduled payroll.

Faculty members who choose not to file for Maine PFML are not eligible for the College's salary supplement under this policy but retain all rights to job-protected leave under applicable law.

### **F. Notice, Documentation, and Leave Application Requirements**

For foreseeable leave, the faculty member must notify Human Resources at least 30 days in advance. When the need for leave is not foreseeable, the faculty member must notify Human Resources as soon as practicable, generally within one to two business days of learning of the need for leave. Notice must include the anticipated start date, expected duration, and general reason for the leave. The faculty member must also notify the Associate Dean for Curriculum at the same time.

Human Resources will assist with the PFML application process through The Standard.

Documentation submitted to The Standard to support a Maine PFML claim may serve as the basis for approving the College's paid family care leave benefit. If the faculty member is FMLA-eligible, the Certification of Health Care Provider for Family Member's Serious Health Condition will be required by Human Resources. The submitted documentation must confirm the serious health condition, the estimated duration of leave needed, and whether reduced schedule or full-time leave is medically necessary.

## **G. Coordination with FMLA and Maine PFML Leave**

This supplemental pay policy runs at the same time with FMLA and Maine PFML. During the approved FMLA and PFML period, the faculty member is released from all teaching responsibilities and work expectations and should not engage in any work for the College. For faculty on part-time leaves, they are excused from all work during the portion of time that is designated as leave time, and Human Resources and the Dean for Academic Affairs will work with them to identify appropriately prorated duties that can be completed during the portion of time that is not designated as leave time.

If the timing and duration of an approved family care leave is such that the faculty member's courses are cancelled for a given semester, for any portion of that semester that is prior to or subsequent to the leave, the College will continue 100% regular wage replacement throughout the semester, paid through the College's scheduled payroll, and the faculty member may be assigned alternative on-campus non-teaching work, up to their regular FTE, during this period.

Faculty members must apply for Maine PFML benefits to receive the College's salary supplement under this policy. Failure to apply may result in denial of the supplemental pay but does not affect the faculty member's right to take job-protected leave under applicable law. This policy does not extend the total leave entitlement beyond what FMLA or applicable state law provides, unless the College approves additional leave under a separate policy or agreement.

## **H. Faculty Members with Less than 1 Year of Service**

Faculty members who have not completed at least one year of continuous service with the College are not eligible for the College's salary supplement described in this policy.

### **Eligible for Maine PFML**

If the faculty member meets the Maine PFML eligibility requirements (see section 6) and is approved for PFML benefits, The Standard will pay PFML benefits directly to the faculty member for the duration of the qualifying leave period. The College suspends scheduled payroll for the duration of leave. The faculty member must file a PFML claim with The Standard to receive paid leave benefits. Such leaves under Maine PFML are job-protected leaves and are not considered "unpaid leaves" for the purposes of benefits eligibility.

For any portion of the semester that is prior to or subsequent to an approved Maine PFML leave, the College will provide 100% regular wage replacement, paid through the College's scheduled payroll, and the faculty member may either be expected to teach or may be assigned alternative on-campus non-teaching work, up to their regular FTE, during this period.

### **Ineligible for Maine PFML**

Faculty members who do not meet the Maine PFML eligibility requirement are not eligible for job-protected family care leave, whether paid or unpaid, but are eligible for up to 5 days of paid family care absence time per calendar year (see section 5).

## **11. FACULTY PAID PARENTAL LEAVE**

The College provides eligible faculty members with paid parental leave following the birth, adoption, or foster care placement of a child. Paid parental leave under this policy is a supplemental wage replacement benefit and does not create a separate leave entitlement beyond what FMLA, Maine PFML, or applicable law offers. See the *Faculty Handbook* for information on the impact of the birth or adoption of a child on reappointment or tenure reviews.

Faculty members may use this paid parental leave benefit within 12 months of the child's birth, adoption, or foster care placement.

### **A. Eligibility**

Full-time and part-time benefits-eligible faculty members who work at least 50% of the normal course load, have completed 12 months of continuous service, and comply with the terms of the policy are eligible for paid leave under this policy. Non-benefits-eligible faculty members, including adjunct faculty, are not eligible.

Faculty members who do not meet the eligibility, notice, documentation, and claim filing requirements outlined in this policy are not eligible for the College's paid parental leave benefit but may be eligible for paid short-term disability leave and/or for partial wage-replacement and job-protected leave through the Maine PFML program.

### **B. Supplemental Pay Entitlement and Leave Duration**

Leave under this policy runs at the same time as any FMLA and Maine PFML the faculty member is eligible to take. The College supplements Maine PFML benefits to bring total compensation to 100% of the faculty member's regular pay.

Faculty members who do not adhere to the scheduling requirement described below are not eligible for the College's salary supplement under this policy but retain all rights to file for Maine PFML benefits directly with The Standard and to take job protected leave under applicable law.

#### ***Birthing Parent Leave***

A faculty member who gives birth is eligible for up to 12 weeks of paid parental leave under this policy. The faculty member is eligible for STD leave related to pregnancy, childbirth, and postpartum. Disability leave is determined by a health care provider based on the faculty member's ability to work prior to and subsequent to the birth. The disability portion typically begins with the birth and continues for 6-8 weeks, although the actual duration is based on medical certification. Time taken for the disability portion of the leave runs concurrently with FMLA and Maine PFML leave, and counts toward the 12 week maximum. Any portion of the disability leave occurring during non-working periods (June 1 through mid August) does not count toward the 12 week maximum under this policy.

To receive the College's paid parental leave benefit under this policy, the combined disability and bonding leave must be taken on a continuous basis. The leave normally takes place within the semester the child is born or in the following semester. When the birth occurs late in a semester, the leave may span across two consecutive semesters, with the leave beginning in the semester of birth and continuing into the following semester.

#### ***Non-Birthing Parent Bonding Leave***

A faculty member who is the non-birthing parent of a newborn is eligible for up to 12 weeks of paid parental leave under this policy. To receive the paid parental leave benefit under this policy, the leave must be taken on a continuous basis within a single semester within 12 months of the birth.

#### ***Adoption and Foster Care Bonding Leave***

An adoptive or foster parent of a minor child is eligible for up to 12 weeks of bonding leave. To receive the paid parental leave benefit under this policy, the leave must be taken on a continuous basis within a single semester within 12 months of the adoption or placement.

### **C. Payment of Benefits**

To receive the College's paid parental leave benefit, the faculty member must apply for Maine PFML benefits with The Standard at the time the leave begins. The College will pay the difference between the Maine PFML weekly benefit and the faculty member's regular salary, bringing total compensation to 100% of regular salary for the duration of the approved leave period, up to a maximum of 12 weeks. The total pay will not exceed 100% of the faculty member's regular pay, and the combined benefit payments are paid through the College's scheduled payroll.

If FMLA and Maine PFML entitlements begin after the start of a semester or are exhausted while a semester is in progress, for any portion of the semester that is prior to or subsequent to the leave, the College will continue 100% wage replacement, paid through the College's scheduled payroll, and the faculty member may either be expected to teach or may be assigned alternative on-campus non-teaching work, up to their regular FTE, during this period.

Faculty members who choose not to file for Maine PFML are not eligible for the College's paid parental leave supplement under this policy but retain all rights to job-protected leave under applicable law.

### **D. Notice and Documentation Requirements**

Faculty members must notify Human Resources, the Associate Dean for Curriculum, and their department chair as early as reasonably practicable before an anticipated birth, adoption, or foster placement. Faculty must submit documentation confirming the qualifying event as requested by Human Resources.

When the birth, adoption, or foster placement takes place, the faculty member must notify Human Resources as soon as possible afterwards. Faculty are reminded that the birth or adoption of a child is a "qualified event" which allows parents to add a child to their health plan. Parents must do so within 31 days of the birth or adoption: contact Human Resources for information.

### **E. Coordination with FMLA and Maine PFML**

This supplemental pay policy runs at the same time with FMLA and Maine PFML. To the extent permitted by Maine PFML, the College requires paid parental leave under this policy to be taken on a continuous basis over the course of a single semester within 12 months of the event, normally either the semester the child is born, adopted, or placed or the following semester.

During the approved FMLA and Maine PFML leave period, faculty are released from all teaching responsibilities and work expectations. For any portion of the semester that is prior to or subsequent to an approved leave, the College will continue 100% regular wage replacement throughout the semester, paid through the College's scheduled payroll, and the faculty member may either be expected to teach or may be assigned alternative on-campus non-teaching work, up to their regular FTE, during this period.

Nothing in this policy extends the total leave entitlement beyond what FMLA or applicable state leave law provides, unless the College approves additional leave under a separate policy or agreement.

### **F. Faculty Members with Less than 1 Year of Service**

Faculty members who have not completed at least one year of continuous service are not eligible for the College's salary supplement described in this policy.

### ***Birthing Parent Leave***

A faculty member who gives birth and has not completed one year of service remains eligible for STD benefits through The Standard, beginning on the first day of disability with no waiting period. During the period of medical recovery while approved for STD benefits the faculty member is paid through the College's scheduled payroll. During the approved STD leave period, faculty are released from all teaching responsibilities and work expectations and should not engage in any work for the College.

Following the medical recovery period, if the faculty member meets the Maine PFML eligibility requirements, The Standard will pay PFML bonding leave benefits directly to the faculty member for the remainder of the qualifying leave period. The College does not provide a salary supplement during this period as the faculty member does not meet the eligibility requirements for paid leave benefits under this policy. The faculty member must file a separate PFML bonding claim with The Standard to receive this benefit. The College suspends scheduled payroll for the duration of leave. Such leaves under Maine PFML are job-protected leaves and are not considered "unpaid leaves" for the purposes of benefits eligibility.

If the faculty member does not meet the Maine PFML eligibility requirements, they are not eligible for job-protected leave beyond the approved STD leave period, but they are eligible for up to 5 days of paid family care absence time per calendar year (see section 5).

Before returning to work, the faculty member must provide a medical release from their treating provider to Human Resources, and Human Resources must approve them to return to work.

For any portion of the semester that is prior to or subsequent to an approved STD and/or Maine PFML leave, the College will provide 100% regular wage replacement, paid through the College's scheduled payroll, and the faculty member may either be expected to teach or may be assigned alternative on-campus non-teaching work, up to their regular FTE, during this period.

### ***Non-Birthing Parent and Adoptive or Foster Parent Leave***

A faculty member who is the non-birth parent of a newborn or is an adoptive or foster parent and who has not completed one year of service is not entitled to the College's salary supplement. If the faculty member meets the Maine PFML eligibility requirements, The Standard will pay PFML bonding benefits directly to the faculty member. The College suspends scheduled payroll for the duration of leave. The faculty member must file PFML claim with The Standard to receive PFML benefits. Such leaves under Maine PFML are job-protected leaves and are not considered "unpaid leaves" for the purposes of benefits eligibility.

For any portion of the semester that is prior to or subsequent to an approved Maine PFML leave, the College will provide 100% regular wage replacement, paid through the College's scheduled payroll, and the faculty member may either be expected to teach or may be assigned alternative on-campus non-teaching work, up to their regular FTE, during this period.

Faculty members who do not meet the Maine PFML eligibility requirement are not eligible for job-protected family care leave, but they are eligible for up to 5 days of paid family care absence time per calendar year (see section 5).

## **12. GENERAL PROVISIONS**

The policies outlined above do not limit the College's discretion to take employment action in accordance with its applicable policies and procedures. The College reserves the right to amend

or terminate any plan described in this policy. Any such change will not reduce or eliminate benefits for faculty members who are actively receiving them at the time of the change. Nothing in this policy reduces or interferes with any rights or protections an employee may have under applicable federal or state law, including the Americans with Disabilities Act.