

## BOWDOIN COLLEGE

### MEDICAL ABSENCES AND LEAVE POLICY FOR FACULTY

Bowdoin College provides several types of leave for benefits-eligible faculty members. Benefits-eligible faculty members include those appointed on at least a half-time basis during the academic year, but does not include adjunct faculty. This policy provides information about the types of leave available and requirements for use of these leave programs. The attendance expectations for faculty members can be found in the Faculty Handbook.

#### 1. **Day-to-Day Absences for Personal Physical/Mental Illness or Injury During the Academic Year**

Faculty members who must be absent from classes or other responsibilities due to a personal physical/mental illness or injury are expected to notify their Department Chair and the Dean for Academic Affairs, and to assist with any necessary arrangements for coverage.

If a faculty member anticipates being absent, or is absent, for three or more consecutive days for personal illness or injury, the faculty member is expected to inform Human Resources. Faculty members are responsible for completing any necessary paperwork to determine eligibility for disability benefits and/or leave under the College's Family and Medical Leave Policy. However, the College may where appropriate designate leave as Family and Medical Leave absent the employee's request for such leave.

#### 2. **Absence for Family Illness/Injury During the Academic Year**

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 are expected to notify their Department Chair and the Dean for Academic Affairs, and to assist with any necessary arrangements for coverage.

After 12 months of employment, faculty members are eligible for leave under the College's Family and Medical Leave Policy. If a faculty member anticipates being absent, or is absent, for three or more consecutive days due to the illness or injury of a family member as described above, he/she must inform Human Resources and complete any necessary paperwork. If a faculty member qualifies for leave under the Family and Medical Leave Policy, the Dean for Academic Affairs, Human Resources and the faculty member will work together on a case by case basis to determine appropriate accommodations for continuing pay during this time.

#### 3. **Faculty Physical/Mental Illness or Injury During Academic Year Breaks and Sabbaticals**

If a faculty member incurs a personal illness or injury during an academic year break (including the summer break) or during a sabbatical that may impact his/her ability to return to work after the break or sabbatical, he/she is required to contact the Dean for Academic Affairs and Human Resources as soon as practicable.

#### **4. Short-Term Disability (Effective 1/1/14)**

Short-term disability (STD) is a program that provides income continuation for faculty members who are absent from work for a personal illness or injury lasting up to a maximum of 180 consecutive days. For further information about STD benefits, please contact Human Resources.

- a. There is no waiting period for a faculty member to receive STD.
- b. A faculty member approved for STD continues to receive his/her regular salary.
- c. The College will continue to pay its share of insurance premiums during STD and the faculty member is responsible for his/her usual contributions toward insurance premiums, provided that the faculty member is still employed by the College. If employment is terminated, applicable benefit continuation provisions apply.
- d. A faculty member must contact Human Resources any time he/she anticipates being absent, or is absent, with an illness or injury lasting more than three consecutive days. The faculty member is responsible for providing all required documentation to the College's insurance carrier. Failure to provide required documentation may result in loss of compensation.
- e. STD runs concurrent with leave available under the federal/state family medical leave laws, if applicable (see the College's Family and Medical Leave Policy).
- f. Appropriate release to return to work documentation from a medical provider must be provided to Human Resources prior to a faculty member's return to work from STD.
- g. Time spent on STD is not considered a break in service.
- h. This program is subject to change at the discretion of the College. In addition, the provision of STD does not limit the College's discretion to take employment action in accordance with the College's applicable policies and procedures.
- i. This STD policy will not diminish any rights and protections an employee may have under the Americans with Disabilities Act.

#### **5. Long-Term Disability**

Long-term disability (LTD) is an insurance program that provides income continuation for faculty members who are unable to work due to a personal illness or injury after a waiting period of 180 days. Benefits may continue until a faculty member's normal retirement age (except that there is a 24-month limit for substance abuse claims). The College's provision of this benefit is not a guarantee of continued employment. For further information about LTD benefits, please contact Human Resources.

- a. A faculty member approved by the insurance carrier for LTD receives 60% of his/her monthly salary on a tax-advantaged basis (beginning on January 1, 2014).
- b. The College will continue to pay its share of insurance premiums during LTD leave for up to six months and the faculty member is responsible for his/her usual contributions toward insurance premiums. After six months on LTD leave, a faculty member is responsible for the full cost of benefits (provided that the faculty member elects to continue such coverage and is still employed by the College). If employment is terminated, applicable benefit continuation provisions apply.
- c. A faculty member must contact Human Resources any time he/she anticipates that an illness or injury may trigger the need for LTD so that appropriate paperwork can be completed. The faculty member is responsible for providing all required documentation to the College's insurance carrier. Failure to provide required documentation may result in loss of compensation.
- d. LTD runs concurrent with leave available under the federal/state family medical leave laws, if applicable (see the College's Family and Medical Leave Policy).
- e. Appropriate release to return to work documentation from a medical provider must be provided to Human Resources prior to a faculty member's return to work from LTD.
- f. Time spent on LTD is not considered a break in service.
- g. This program is subject to change at the discretion of the College. In addition, the provision of LTD does not limit the College's discretion to take employment action in accordance with the College's applicable policies and procedures.
- h. This LTD policy will not diminish any rights and protections an employee may have under the Americans with Disabilities Act.

## **6. Unpaid Leave**

If arrangements are made with the Dean for Academic Affairs for unpaid leave (including unpaid academic leaves), the College will continue to pay its share of insurance premiums for up to 6 months and the faculty member is responsible for his/her usual contributions toward insurance premiums. After 6 months of unpaid leave, faculty members are responsible for the full cost of benefits for the remainder of the leave.

## **7. Parental Leave**

The College has a parental leave program for faculty members (see the College's Parental Leave Policy in the Faculty Handbook).

## **8. Family and Medical Leave**

Faculty members are entitled to family and medical leave under the federal Family and Medical Leave Act or the Maine Family Medical Leave law as described in the College's Family and Medical Leave Policy.