School of Education
Family and Medical Leave Act
Guidelines for
Full Time Faculty, Deans, and Appointed Research Personnel

All full time faculty, deans, and research personnel (hereafter referred to as faculty/faculty member) who have been employed with Hopkins at least twelve months are entitled to up to 12 weeks of Family and Medical Leave within a “rolling” 12 month period, provided they have worked 1,250 hours (or a minimum of 50% time) in the year immediately preceding the leave request. At the discretion of the Dean, leave may be extended up to one entire term, or, as in the case of parental leave, additional time may be granted.*

Family/Medical Leave may be taken for the following reasons:

1. birth and first-year care of the faculty member’s child;
2. adoption or foster placement of a child and the first-year care of the child;
3. care of the faculty member’s parent, child, or spouse who has a serious health condition; and
4. faculty member’s own serious health condition that prevents him/her from performing the essential functions of the job.

A faculty member who desires to take leave for one of the preceding qualifying reasons should submit a request to his/her Department Chair or Dean a minimum of 30 days prior to the beginning of leave, or as soon as practicable, to allow departments to make arrangements for any program coordination, teaching, research, or other responsibilities. The Chair or Dean will forward the request to the Dean of the School for approval.

For qualifying reasons #1 (pregnancy and maternity leave), #3 and #4, a faculty member is required to complete a Certification of Health Care Provider and return it to the School of Education Human Resources Office, preferably within 15 days after a request for certification or before that leave commences. The university may also request subsequent, or follow-up, certification. Certification forms are available in the School of Education Human Resources Office. If leave is due to the faculty member’s own serious health condition, he/she will also be required to submit a medical release from his/her health care provider, to the university’s Office of Occupational Health, upon return to work.

If the faculty member does not cooperate in providing medical certification of the illness for which leave is requested, leave time will automatically be subtracted from the 12 week allotment of Family and Medical Leave for that “rolling” 12 month period.

*Leave time may be extended, at the discretion of the Dean of an academic division, beyond the 12 weeks specified by FMLA. However, the extension of leave is not required by law, nor does it affect subsequent eligibility for Family and Medical Leave.
Health, dental, life, and disability insurance benefits remain in effect during the period of leave, provided the faculty member pays any required premiums. Determination as to whether the leave is approved as paid or unpaid is made by the Dean of the School. In general, leave will be paid, or unpaid, as follows:

1. **Parental Leave** (to care for a new child) will be unpaid. Parental leave may be granted for up to one year. In the event that two parent-faculty members are employed in School of Education (or at JHU) parental leave will be granted to the primary caretaker of the child.

2. **Maternity Leave** for a faculty member giving birth will be paid for the first eight weeks. Additional leave, up to a total of one year, will be considered parental leave and will be unpaid. (For pregnancy complications, see MLOA.)

3. **Medical Leave of Absence (MLOA)**, for a serious physical or mental illness, or for childbirth complications, will be paid for up to 90 days.** Beyond 90 days, the faculty member may apply for long term disability insurance payments.

4. Leave to care for an ill family member will be unpaid.

5. **The Dean of the School, on a case by case basis, will consider Intermittent or Reduced Schedule Leave with an appropriate reduction in pay.**

6. For faculty, deans and appoint research personnel with term appointments, any leave granted under this policy shall not extend beyond the expiration of the term of their appointments. The taking of leave under this policy will not be a factor in the renewal or nonrenewal of any appointment.

The university will administer this leave under its Family and Medical Leave Policy and the Family and Medical Leave Act. In all cases, the legal interpretation of the Family and Medical Leave Act will take precedence. Copies of the Family and Medical Leave Policy, which appears in the Johns Hopkins University Personnel Policy Manual, may be obtained from the School of Education Human Resources Office. The Policy may also be found on the Internet at [http://www.jhu.edu/~hr1/pol-man/sectn15.htm](http://www.jhu.edu/~hr1/pol-man/sectn15.htm).

**If the faculty member elected short-term disability and the leave exceeds 14 calendar days, the leave will be paid at a rate that supplements the short-term disability insurance payments.**