**Geisel School of Medicine (DC-paymaster only) Policy For Faculty on Parental Leave**

1. **Responsible Office:** Geisel School of Medicine Dean’s Office, Senior Associate Dean for Faculty Affairs

2. **Applicability:** All voting members of the Geisel who are paid by Dartmouth College (Assistant Professor, Associate Professor, and Professor ranks in either the current Research or unmodified track hired at 50% time or more)

3. **Policy and Procedure:** The Family and Medical Leave Act of 1993 provides eligible faculty a total of twelve work weeks of paid and/or unpaid leave during any twelve month period for specific reasons. Individuals who meet applicability criteria above are entitled to twelve (12) weeks of flexible time at 100% pay (for the given fractional FTE of employment) for one parent at the time of arrival of the new infant. This time is available beginning four (4) weeks before the due date and up to and through twenty-six (26) weeks after the birth or adoption. Flexible time means that the leave could be 12 weeks at 0% effort or, as another example, 10 weeks at 0% effort plus 4 weeks at 50% effort in a time period contiguous with those 10 weeks.

   To apply for parental leave benefits, the faculty member must notify the Principal Investigator or person responsible for his/her usual source of support, the Departmental Chairperson, the Geisel Dean’s Office (care of the Senior Associate Dean for Faculty Affairs), and the Director of the Geisel Finance Center. This must be done no later than the 26th week of pregnancy, or two weeks prior to a scheduled adoption date.

   For faculty members who have salary support and fringe benefits provided by the NIH, parental leave for the birth or adoption of a child is an allowable cost for a period of 12 weeks. Such costs to NIH research grants should be allocated to the project on the basis of relative effort and duration on the project. In cases of Principal Investigator absence from the project for 60 days or longer, additional actions may be necessary to assure adequate oversight and management of the project. Please consult OSP and your NIH Program Official and NIH Grant Management Officer.

   Twelve weeks of parental leave is also available to individuals who hold K awards. K awardees should discuss parental leave with their program directors, as well as notifying the Senior Associate Dean for Faculty Affairs at Geisel and the Director of the Geisel Finance Center. Individuals who wish to extend their leave for a period greater than 12 weeks should contact their Grants Management Officer.

   (http://grants.nih.gov/training/faq_childcare.htm)

   Faculty supported by other mechanisms (e.g., American Cancer Society, NSF and other federal or private organizations) should contact the funding agency for their policies on support during parental leave.
If an individual faculty member does not have extramural support that will allow 100% coverage for the 12 week period, any shortfall in support for salary and fringe benefits for one parent shall be covered through a Geisel central pool. In extraordinary cases involving extended disability and requiring a physician's note, 60% pay would be available from the 12th through 26th week. Parental leave benefits should not be paid by departmental reserves.

Any individual who takes parental leave is entitled to reinstatement to the position held prior to going on leave or one substantially similar thereto with no loss of seniority benefits or other privileges of employment.

1 This information is sourced from the Office of Extramural Research of the NIH last revised June 1, 2011: http://grants.nih.gov/training/faq_childcare.htm#1346