

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

1. **Responsible Office:** Geisel School of Medicine Dean's Office (Dean of the Faculty at Geisel) and The Geisel Fiscal Office (Director of Finance; or her/his designee).
2. **Applicability:** All members of the Geisel faculty, Distinguished Fellows, Research Scientists/Analysts/Engineers, and Research Associates ( $\geq 0.5$  FTE) who are paid by Dartmouth College and do not qualify for staff benefits provided by Dartmouth College.
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, Distinguished Fellow, Research Scientist/Analyst/Engineer or Research Associate must notify the Principal Investigator or person responsible for his/her usual source of support, the Departmental Chairperson, and the Geisel Dean's Office (Dean of the Faculty at Geisel and the Director of Finance or her/his designee). This must be done no later than the 26th week of pregnancy, or two weeks prior to a scheduled adoption date.

For faculty members, Research Scientists/Analysts/Engineers or Research Associates 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.

Parental leave is also available to individuals who hold [NRSAs and K awards](#). Recipients should discuss parental leave with their program directors, as well as notifying the Dean of the Faculty at Geisel and the Geisel Director of Finance. Individuals who wish to extend their leave for a period greater than 12 weeks should contact their Grants Management Officer.

Faculty members, Distinguished Fellows, Research Scientists/Analysts/Engineers, and Research Associates 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.

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Financial support for family leave for faculty members who provide contracted services for third-party entities should be provided by those third-party entities or, failing that, by the Geisel department to which they belong.

If an individual faculty member does not have support through these mechanisms 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 from 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.

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.