

## Leaves in Brief – Junior Faculty

Non-tenured professorial rank faculty are eligible for the following leave types:

Type of Leave	Timing	Guidelines
<p><b>Research Leaves without salary (RLWOS or LWOS)</b></p>	<p>Any year of counted service provided that four semesters of service lie between any two leaves.</p> <p>Faculty who obtain two qualifying awards may have as few as three semesters of service between two leaves.</p>	<ul style="list-style-type: none"> <li>- Leaves of absence without salary are granted when full-time faculty wish to be relieved of their normal responsibilities, in full or in part, to conduct research or otherwise engage in scholarly activity.</li> <li>- Appropriate when an external agency gives award to free up a faculty member to conduct research. <i>Payment is made directly to faculty member from the granting agency or institution.</i></li> <li>- Specific fellowships may be topped up to \$52,500 for a full-year, according to A&amp;S Top-Up Policy. Please refer to policy.</li> </ul>
<p><b>Exemption from Teaching Duties (ETD)</b></p>	<p>Exemptions from teaching duties are granted for periods during which a professor is receiving salary from the University but is excused, in full or in part, from teaching and other responsibilities.</p>	<ul style="list-style-type: none"> <li>- An ETD is appropriate when an external agency gives the University funding to free up a faculty member to conduct research or a school provides support for a paid research leave (see JFDL and Chamberlain for examples). An ETD may be partial or full, depending on the percentage of normal responsibilities performed and the amount of salary received. <i>Faculty are paid by Columbia and granting agency or institution reimburses Columbia.</i></li> </ul>
<p><b>Junior Faculty Development Leave (JFDL)</b></p>	<p>4<sup>th</sup> year of counted service, contingent on successful passage of Third Year Review.</p>	<ul style="list-style-type: none"> <li>- Normally one-semester ETD at full salary after their first six semesters of full-time teaching, provided faculty member will resume full-time responsibilities for at least one year after its completion.</li> <li>- Must be specified in offer letter</li> <li>- While normally taken during the fourth year of counted service, may be deferred with the approval of the department chair and the Executive Vice President.</li> <li>- JFDL's have priority over other types of leaves.</li> </ul>
<p><b>Chamberlain</b></p>	<p>4<sup>th</sup> year of counted service, contingent on successful passage of Third Year Review.</p>	<ul style="list-style-type: none"> <li>- Normally one-semester ETD at full salary after completion of six terms of teaching in the Core Curriculum of Columbia College, provided that faculty member will resume full-time responsibilities for at least one year after its completion.</li> <li>- Must be specified in offer letter</li> <li>- Core Curriculum is generally defined as Literature Humanities and/or Contemporary Civilization.</li> </ul>

<p><b>Medical Leaves and Long Term Disability Leaves</b></p>	<p>Dates are determined by medical documentation received from doctor.</p>	<ul style="list-style-type: none"> <li>- Faculty members who cannot perform their responsibilities because of illness or injury receive medical leaves with full salary for up to six months from the onset of the disability upon receipt of appropriate medical documentation.</li> <li>- If the disability continues for a longer period of time, the faculty member applies to the University's insurance carrier for long-term disability, and, if approved, is given a medical leave without salary and may receive a portion of his or her salary from the University's insurance carrier according to the terms of the University's long-term disability program.</li> <li>- Officers who are able to perform some of their normal responsibilities will be given a leave of absence with partial salary that may be supplemented with prorated disability payments from the insurance carrier.</li> <li>- The first 12 weeks of medical leave, with or without salary, are deemed to meet the requirements of the Family and Medical Leave Act of 1993.</li> </ul>
<p><b>Parental Work Load Relief Leaves (PWLR)</b></p>	<p>Within the first year after the birth or adoption of the new child but may continue beyond that year.</p>	<ul style="list-style-type: none"> <li>- Must be primarily responsible for the care of a newborn child, a newly adopted child of less than school age, a disabled child or a child less than 18 at the time the leave begins who meets New York State's legal definition of "hard-to-place."</li> <li>- Faculty member is considered a "primary parent" if he or she is a single parent or, where there are two parents, if the other is working full-time or is enrolled as a full-time student.</li> <li>- Faculty may employ a day-care provider and still qualify as the primary parent. When both parents work at the University, only one may be considered the primary parent at any given time.</li> <li>- May receive workload relief for one term at full salary or one year at half salary.</li> <li>- Eligible faculty may also elect a year of workload relief at full salary by agreeing to teach half of their normal course load in each term and continuing to make themselves available for a comparable portion of the administrative assignments they normally perform as well as continuing to meet with students and conduct research.</li> </ul>

		<ul style="list-style-type: none"> <li>- The period of workload relief must begin within the first year after the birth or adoption of the new child but may continue beyond that year.</li> <li>- During the period selected, faculty are excused from teaching and from serving on administrative committees. They are, however, expected to make themselves available for consultations with students and to continue their research.</li> <li>- While on workload relief, faculty are not permitted to accept assignments, either with or without compensation, outside the University.</li> <li>- The workload relief plan is designed to replace the combination of medical and/or child care leaves for individuals who meet their eligibility requirements. However, eligible faculty may still elect to take those leaves rather than ask for workload relief if they wish, for example, to provide no service while taking care of their new children.</li> <li>- If workload relief is not preceded by other periods of leave covered by the FMLA, the first 12 weeks are deemed to meet the requirements of that Act.</li> </ul>
<b><i>Child-Care Leaves (without salary)</i></b>	According to timing of age and disposition of child.	<ul style="list-style-type: none"> <li>- Full-time faculty with newborn infants may take a leave of absence without salary or reduced course load on a partial leave to care for the children.</li> <li>- Similar privileges are given to full-time faculty who are primarily responsible for the care of a newly adopted child of less than school age, or if the child is disabled or meets New York State's legal definition of "hard to place," is less than 18 at the time the leave begins.</li> <li>- Same-sex domestic partners of women who give birth and of individuals who adopt are also eligible for these leaves.</li> <li>- The first 12 weeks of any child care leave are deemed to be leave under the Family and Medical Leave Act of 1993 (FMLA).</li> </ul>
<b><i>FMLA Leaves (without salary)</i></b>	According to timing of live event covered by FMLA.	<ul style="list-style-type: none"> <li>- The Family and Medical Leave Act of 1993 (FMLA) gives faculty the right to unpaid leave to deal with the following: <ol style="list-style-type: none"> <li>1. the birth, adoption, or foster placement of a child;</li> <li>2. a medical disability;</li> <li>3. a serious illness of a spouse, child, or parent; or</li> </ol> </li> </ul>

		<p>4. a qualifying exigency, as defined by the federal Department of Labor, arising from a spouse, child, or parent serving on or being called to active military duty.</p> <ul style="list-style-type: none"> <li>- An eligible employee with a family member in the military is entitled to 26 weeks of FMLA leave. The maximum period of FMLA leave for other purposes is 12 weeks in any 12-month period.</li> <li>- To be eligible for an FMLA leave, faculty must have been employed and paid by the University for at least 12 months immediately preceding the commencement of the leave. In addition, they must have provided at least 1,250 hours of service during that 12-month period. Any compensated employment – regardless of title and including periods on the casual payroll – counts in determining if the officer meets these requirements. Leaves with salary also count, but those without salary do not.</li> <li>- The leaves full-time faculty may take under University policies for the purposes covered by the FMLA are considerably more generous than those required by the Act, with the exception of certain benefits provisions. Consequently, the University considers the first 12 weeks of any such leave as fulfilling the requirements of the Family and Medical Leave Act, except for leaves arising from a family member's military service in which case it counts for the first 26 weeks.</li> </ul>
<p><b><i>Personal Leave</i></b></p>		<ul style="list-style-type: none"> <li>- Faculty may request a leave of absence without salary to deal with a compelling personal need.</li> <li>- Faculty who take such leaves to care for seriously ill family members are entitled under the Family and Medical Leave Act of 1993 to at least 12 weeks of unpaid leave, subject to the requirements described below under "FMLA Leaves."</li> <li>- Longer periods of leave for that purpose and all other types of personal leave are granted at the discretion of the Provost on the recommendation of the appropriate department chair and the Executive Vice President.</li> <li>- Personal leaves are generally limited to a maximum of one year, but the Provost may authorize extensions on the</li> </ul>

		recommendation of the department chair and Executive Vice President.
<b>Other Types of Leaves:</b> Leave of Absence to Fulfill Military Obligations Leaves for Public Service		- For details, contact Michael Susi (email: <a href="mailto:mvs3@columbia.edu">mvs3@columbia.edu</a> or telephone: 212-854-6110).

**FYI:**

<b>Sabbatical Leaves</b>	<i>Upon tenure: after completing 12 terms of full-time teaching.</i>	<i>- All terms of full-time teaching in a non-tenured professorial rank, other than those with a visiting title, count toward the sabbatical.</i>
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## **Leave Request Process – Junior Faculty**

### **Research Leaves, Exemptions from Teaching Duties, Junior Faculty Development Leaves and Chamberlain Leaves**

1. A faculty member requests a leave in writing by sending an email or letter to the chair, being careful to include the following information:

- Type of leave
- Semester(s) of leave
- Reason for leave
- Funding source(s) (if applicable)
- Request for exception to the two-year-teaching-between-leaves rule (if necessary)

2. The chair may choose to approve the leave and forwards it with approval to Jessie Tong ([jt2622@columbia.edu](mailto:jt2622@columbia.edu)), who will inquire if more information is needed.

3. Michael Susi will approve the leave on behalf of the Executive Vice President for Arts and Sciences and Jessie Tong will forward the request to the Office of the Vice Provost for Faculty Affairs.

4. Once the leave is approved, the Office of the Vice Provost for Faculty Affairs sends written confirmation to the Executive Vice President for Arts and Sciences with a copy to the faculty member, the DAAF, Human Resources, Research Administration and Pearl Spiro, Associate Provost for Academic Appointments.

### **Medical Leaves**

1. Faculty members requesting a leave of absence for medical reasons should provide documentation from a physician specifying the nature and anticipated duration of the disability.

2. The faculty member directs the documentation to the Manager of the Return to Work Program in the Office of Human Resources, Hana O. Bloch (email: [hb356@columbia.edu](mailto:hb356@columbia.edu) and telephone: 212-851-0662).

3. Upon approval of the medical documentation, Hana Bloch informs Pearl Spiro and Margaret Edsall, Associate Vice President for Academic Affairs, of the start and end date of the medical leave.

4. Jessie Tong will then forward the medical leave authorization to the Office of the Vice Provost for Faculty Affairs.

5. Once the leave is approved, the Office of the Vice Provost for Faculty Affairs sends written confirmation to the Executive Vice President for Arts and Sciences with a copy to the faculty member, the DAAF, Human Resources, Research Administration and Pearl Spiro.

## **Parental Workload Relief Leaves**

1. A faculty member requests the leave in writing by sending an email or letter to the chair, being careful to include the following information:

- Period of Leave: one semester of full leave at full salary; one year of full leave at half salary; or one year of 50% teaching at full salary.
- Date of birth, or projected birth, of the child
- Must have the following statements:
  - (1) the faculty member is the primary caregiver for the child, and
  - (2) that the faculty member's spouse or partner, if any, is employed full-time or a full-time student, during the period of the leave.

2. The chair forwards the request with approval to Jessie Tong.

3. Michael Susi will approve the leave on behalf of the Executive Vice President for Arts and Sciences and Jessie Tong will forward the request to the Office of the Vice Provost for Faculty Affairs.

4. Once the leave is approved, the Office of the Vice Provost for Faculty Affairs sends written confirmation to the Executive Vice President for Arts and Sciences with a copy to the faculty member, the DAAF, Human Resources, Research Administration and Pearl Spiro, Associate Provost for Academic Appointments.