

## University-wide Policy Framework for Paid Medical Leave for Full-Time Ladder Faculty

### Introduction

The University-wide framework for medical leave policies, described below, serves as a set of commitments that all Harvard Schools agree to provide to members of their ladder faculty who may experience serious health conditions. Faculty members should consult their School's Faculty Handbook or Dean's Office to obtain the specific details of the policy in place in their individual School.

### Medical Leave

Full-time ladder faculty members suffering from a serious health condition that prevents the fulfillment of normal duties may be entitled to a paid medical leave of absence of up to six months. The paid medical leave will not extend beyond the termination date of the faculty member's appointment. The School may count medical leaves toward the fulfillment of the Family Medical Leave Act (FMLA) 12-week leave entitlement, if the reason for the leave meets the FMLA criteria (see the FMLA definition below).

Full-time ladder faculty members who are birth mothers may ordinarily take eight weeks of paid medical leave following a normal, uncomplicated delivery, out of their allotted medical leave benefit. The School may count these eight weeks of paid medical leave toward the fulfillment of the FMLA 12-week leave entitlement. Thus, a faculty member may have the option of taking up to four weeks of unpaid FMLA leave in addition to her eight weeks of paid medical leave.

Written requests for medical leave should be submitted to the appropriate School representative (subject to final approval by the Dean) and must be accompanied by written medical certification. If the illness is expected to continue following the completion of the six-month paid medical leave, use of long-term disability (LTD) coverage, if previously elected by the faculty member, should be investigated during the medical leave. For information about LTD coverage, faculty members should contact the Harvard Benefits Office directly.

### Notes:

- Procedures for approval and certifications for medical leave are at the discretion of the Schools.
- This policy framework serves as a University floor. Schools may provide more generous benefits to full-time ladder faculty as appropriate.
- Harvard complies with the Family and Medical Leave Act (FMLA), which provides eligible employees up to 12 weeks of unpaid leave (to be taken and completed during a 12-month period) for: 1) the birth of a child and to care for an employee's child within 12 months of birth, adoption, or the initiation of foster care; 2) to care for a parent, child, or spouse with a serious health condition; or 3) because the employee's own serious health condition makes the employee unable to perform his or her job.