

## **Guidelines for UCONN Health/School of Dental Medicine Faculty Leave**

Division/Department chairs, Type II Center directors, and Deans of direct reports are responsible for ensuring faculty are accounted for, and absences are appropriately documented and approved. This includes all instances when faculty are not present at their customary work location at UConn Health on a scheduled workday. Whenever faculty are absent from their customary work location at UConn Health without approval, and the absence is unrelated to being sick, it is considered unauthorized leave.

The following are types of leave:

### **VACATION LEAVE**

Faculty earn twenty-two (22) vacation days per calendar year (for 1.0 FTE), pro-rated according to percent of time employed. Vacation leave is not awarded on an accrual basis and as such, is expected to be used in the year earned. Carryover of up to ten (10) vacation days/eighty (80) hours of leave will automatically be allowed, providing faculty's vacation leave record is maintained in KRONOS (see Vacation Carryover section that follows). Requests for vacation require advance approval of the division/department chair, Type II Center director or appropriate dean to whom the faculty reports. Once approved, vacation must be entered into KRONOS.

### **HOLIDAY LEAVE**

Faculty may take state holidays that do not interfere with their patient care, teaching, research or administrative responsibilities. Under the current 2021 AAUP Union contract, clinical faculty who are scheduled and required to work (provide or supervise patient care) during any of the recognized State holidays, will be provided with an additional vacation day for each holiday worked to a maximum of two days per calendar year. The two days shall be prorated based upon the faculty member's FTE. The holidays worked must be documented and recorded in their KRONOS timecard. The two days shall not be paid out and cannot result in exceeding the limit of carryover vacation days for that year. For KRONOS timecard entry select Pay Code: "178 - AAUP HOLIDAY WRKD VAC EARN"

### **MATERNITY, CHILD BONDING, AND CAREGIVER LEAVE**

#### **A. Eligibility for Leave**

1. Pregnancy/Maternity Leave: Faculty members who give birth to their child shall be paid following delivery of the child for six or eight (6 or 8) weeks.
2. Child Bonding Leave: Faculty members who provide formal documentation of birth, adoption, or initiation of foster care of their child, shall be paid for two (2) weeks child bonding leave up to one year following the event; e.g. birth, placement of the child.
3. Caregiver Leave: Faculty shall be paid for two (2) weeks to care for their family member (eligible family members\*) as necessary and documented by a doctor's note.

\*(spouse, parent, child, family member who resides in household)

#### **B. Use of Paid Vacation Leave**

Faculty may combine earned vacation leave (paid) with their approved leave to either extend their paid time off or to be paid for what would otherwise be approved unpaid leave.

#### **C. Process for Requesting Approval of Leave**

Faculty request leave through the division/department chair or center director in conjunction with Human Resources. The Chair/Center Director will consult with Human Resources regarding paid and unpaid time off. However, coordination of the FMLA process, and collection and verification of required documentation(s) from faculty, is always done through Human Resources.

### **SICK LEAVE**

Faculty do not have designated sick time. Leave related to illness (self or family) may be paid or unpaid, and may be at the discretion of the division/department chair/center director, in consultation with the Office of Faculty Affairs and Human Resources. Contact Human Resources for guidance, as well as discussion and questions concerning protected leave under Family Medical Leave Act (FMLA).

### **BEREAVEMENT LEAVE**

Faculty are granted bereavement leave at the discretion of their division/department chair/center director. Contact Human Resources for guidance.