

# Family Leave at Georgia State:

## A Faculty Guide



In the course of their employment at Georgia State University, faculty members may need to take time off from work due to family events such as the birth of a child, adoption, or to take care of a family member.

This document provides the different options available to faculty to arrange for such leave. We strongly encourage faculty members to discuss these options with their unit head in advance of the event (if possible) or initiating a request.

- **Option 1:** Use FMLA leave concurrently with accrued sick leave. (**Most commonly used option**)
  - An eligible faculty member can contact Georgia State’s Benefits Office to request up to 12 weeks of FMLA leave due to qualifying reasons (*refer to Georgia State’s Family and Medical Leave Policy in Resources section*). The FMLA Certification of Health Care Provider form is required. To receive pay during this time, faculty will be required to use accrued sick leave concurrently with the FMLA leave. Faculty that have not accrued the necessary amount of sick leave may still request up to 12 weeks of FMLA but will receive pay only for the duration of the sick leave time. FMLA leave can be taken continuously or on an intermittent basis.
  - Tenure track faculty can apply for a tenure clock stoppage after the FMLA is approved by the Georgia State Benefits office, by consulting with and making the request through their Department Head or Dean’s Office.
  
- **Option 2:** Apply for short-term disability. (Used concurrently with FMLA to receive pay during leave).
  - An eligible faculty member can contact Georgia State’s Benefits Office to request up to 12 weeks of FMLA leave due to qualifying reasons (*refer to Georgia State’s Family and Medical Leave Policy*). The FMLA Certification of Health Care Provider form is required.
  - The faculty must be enrolled in Georgia State’s short-term disability coverage (through MetLife) to request this option.
  - Short-term disability is only available if the absence from work is due to the employee’s health condition (e.g. the faculty member who is pregnant or experiencing a health issue).
  - There is a 14-calendar day waiting period/elimination period for short-term disability. The faculty member will be eligible to use their accrued sick leave during the 14-calendar day waiting period. Thereafter, the faculty member will be placed in an unpaid leave status at Georgia State and receive up to 60% of their salary from MetLife for a maximum of 11 weeks.
  - Tenure track faculty can apply for a tenure clock stoppage after the FMLA leave is approved by the Georgia State Benefits office, by consulting with and making the request through their Department Head or Dean’s Office.

- **Option 3:** Request temporary adjustment of workload.
  - This option is useful when faculty members anticipate being able to complete part of their workload (e.g. research or service) but need release from other responsibilities (e.g. teaching) to take care of the family event.
  - Faculty members should work with their chair and/or dean to rearrange workload on a temporary basis (e.g. taking on additional service work in lieu of teaching during the period of campus absence or teaching an additional class at a future time.)
  - Tenure track faculty **cannot** request a tenure clock stoppage under this option.
  
- **Option 4:** Request an unpaid personal leave of absence. (Less common)
  - This option should be considered only if the earlier options are not available or have been exhausted.
  - In addition to loss of pay during the absence, this option may require the employee to pay both the employer and employee portion of the benefits cost to maintain medical benefits during the absence.
  - Tenure track faculty can apply for a tenure clock stoppage in conjunction with an unpaid leave of absence request.
  
- **Option 5:** Request a leave as an ADA accommodation. (Less common)
  - Please consult with the Georgia State Benefits Office to request an accommodation under the ADA (*refer to Georgia State's ADA Accommodation Policy and Procedures*).
  
- **Resources:**
  - USG Policy on Leave [https://www.usg.edu/policymanual/section8/C224/#p8.2.7\\_leave](https://www.usg.edu/policymanual/section8/C224/#p8.2.7_leave)
  - HR Benefits – FMLA and other leaves <https://hr.gsu.edu/service-centers/benefits/active-employees/#4>
  - Faculty Handbook:
    - Tenure clock stoppage (from the Georgia State University P&T Manual – downtown campus: Part One - Section I - B; Perimeter campus: Part Two - Section I - B) <https://gsu.policystat.com/policy/7711956/latest/>
    - LOA w/o pay <https://faculty.gsu.edu/faculty-handbook/#1510846222557-e7a13928-03de>
    - Sick Leave <https://faculty.gsu.edu/faculty-handbook/#1510846214276-b2fdd4b1-3a6a>
  - Georgia State University Employee Handbook <https://hr.gsu.edu/download/georgia-state-university-employee-hand-book>
  - Short-Term Disability info [https://www.usg.edu/hr/benefits/2019\\_benefits/disability](https://www.usg.edu/hr/benefits/2019_benefits/disability)
  - ADA Accommodation Policy and Procedures <https://hr.gsu.edu/service-centers/benefits/active-employees/#1544513925820-596fedb1-91f4>