



ELIGIBILITY

All permanent Fixed Term and Tenured/Tenure Track faculty upon initial appointment

SUMMARY OF BENEFIT

All permanent fixed-term, tenure-track, and tenured faculty members are eligible to receive up to 60 (sixty) calendar days of department paid leave in a 52-week period in the event of the following:

- A serious illness or disability which prevents them from performing the essential duties of their position; or
- To provide care due to the serious illness of their spouse, domestic partner, child, other household dependent, or parent.

KEY POLICY PROVISIONS

- One sixty (60) day paid leave period is granted in a single fifty-two (52) week period. This period begins as of the date the faculty member first makes use of serious illness or disability leave.
- A faculty member is eligible for this benefit upon initial appointment. There is no waiting period.
- Paid time taken under this leave policy by a 12-month faculty member does not reduce or require use of the faculty member's accumulated sick or vacation leave.
- During the period of a serious illness or disability paid leave, the faculty member continues to receive all regular pay and benefits.
- This leave may be used in conjunction with leave taken under the Faculty Parental Leave Policy (see Parental Leave Policy for more information).
- The use of this leave does not alter the timeframe of any scheduled review for permanent tenure, promotion, or post-tenure review. Under the provisions of the Tenure Code, a tenure-track faculty member may separately request to his/her Department Chair an extension of a probationary appointment due to serious illness.
- A faculty member will not be required to make up or perform extra work to compensate for use of this leave prior to or upon his/her return to work.
- A faculty member shall notify his/her Department Chair and Dean in writing if he/she will not be returning from leave as planned. Failure to report back to work at the end of the scheduled leave may be considered a voluntary resignation by the faculty member.
- The University will not discriminate in any manner against a faculty member on the basis of that faculty member's having exercised his or her rights to a serious illness or disability leave.

REQUESTING LEAVE

- A faculty member requesting use of this leave should submit to his/her Department Chair a *Medical & Parental Leave Request Form* **and** a *Medical & Parental Leave Certification Form* which are available at the Academic Personnel website under EPA Form Finder.
- The *Medical & Parental Leave Certification Form* must be completed by the faculty member's attending medical doctor confirming the serious illness or disability and its expected duration.
- Leave requests should be made at least thirty (30) calendar days or more in advance of the proposed leave date or as soon as practical in the event of unforeseen circumstance.

OTHER UNIVERSITY DISABILITY BENEFITS

The University has additional disability benefit programs that may be applicable to you under certain conditions.

- The State's short-term disability (STD) program provides benefits for eligible disability conditions after a 60-day waiting period for up to 365 days.
- The State's long-term disability (LTD) program provides benefits for eligible permanent disability conditions after five (5) years of participation in the State Retirement Plan (TSERS) or Optional Retirement Plan (ORP) as long as you remain permanently disabled and until you qualify for an unreduced service retirement.
- In addition, the University offers optional supplemental disability programs for faculty participating either in TSERS or ORP and a shared leave policy for leave earning 12-month faculty members.

Questions regarding this policy should be directed to the HR Benefits Team at (919) 962-3071.



The full text for this policy is located at:
<http://hr.unc.edu/EPA/faculty/leave/med-leave/facserillness>