

FACULTY REQUEST FOR DISABILITY, PARENTAL, AND/OR FAMILY LEAVE

Requests for disability, parental, and/or family leave include the following steps:

- 1) Faculty member completes request form and submits the form to UNO Benefits Coordinator at unobenefits@unomaha.edu.
- 2) Benefits Coordinator consults with faculty member on leave-related questions and any necessary documentation.
- 3) Benefits Coordinator communicates leave request decision to faculty member. Information about approved leaves (i.e., leave type, start date, and duration) is also communicated to the AVC for Faculty Affairs.
- 4) AVC Faculty Affairs notifies dean and department chair/school director of leave type, start date, and duration and assists as needed with the implementation of the approved leave and implications (e.g., faculty workload, compensation, etc.).

NAME: _____

NUID: _____

DEPARTMENT: _____

Leave Type Requested

_____ Disability Leave: For conditions where the faculty member will be absent from their assigned duties for a minimum of five working days and maximum of six (6) consecutive months. It includes accident, pregnancy or the complications of pregnancy or childbirth, exposure to contagious disease requiring quarantine, and/or other illness or disability. Must be in position for 12 consecutive months to be eligible; compensation available for up to six (6) months of approved leave. (See CBA, section 3.9.3 for more information.)

_____ Parental Leave: Pertains to pregnancy, childbirth, and adoption. Medical maternity leave is available for up to eight (8) weeks with pay. Paternity leave is available to care for mother and/or child for up to five (5) days with pay. Adoption leave is available to the primary caregiver for up to eight (8) weeks of paid leave. (See CBA, Appendix B for more information.)

_____ Family Leave: Family medical leave can be requested to address a serious health condition of the faculty member's child, parent, spouse, or adult designee and possibly a sibling. Family leaves are without pay and cannot exceed 12 work weeks within a 12-month period; they may be taken in conjunction with other types of leave. (See CBA, section 3.9.5 for more information.)

Anticipated leave start date: _____

Anticipated leave end date: _____

Faculty Member Signature

Date

Internal Processing and Routing Instructions¹

- 1) Following review of the leave request form and supporting documentation, HR Benefits Coordinator documents leave decision (i.e., approval/denial) and parameters using box below.
- 2) The leave request and decision to approve/deny leave is communicated to the faculty member with a cc: to the Assistant Vice Chancellor for Faculty Affairs.
- 3) For approved leaves, the AVC Faculty Affairs communicates leave information (i.e., leave type, leave start date, leave duration) to the dean and department chair and assists as needed with the implementation of the leave (e.g., advises on implications for faculty workload assignments).
- 4) Copy of approved leave request added to personnel file.

To be completed by UNO HR Benefits Coordinator:

Leave request determination: _____ Approve _____ Deny

If approved:

- Type of Leave: _____ Disability _____ Parental _____ Family
- Start Date: _____
- Duration: _____

Date: _____

UNO HR Benefits Signature: _____

When all information is complete, forward to AVC Faculty Affairs for communication to college and department and assistance with implementing approved leave.

To be completed by Academic Affairs:

Date approved leave communicated to college and department: _____

Approved leave parameters shared with Director of Academic Budget? _____ Yes _____ No

¹ Faculty Request for Disability, Parental, and/or Family Leave form drafted by Candice Batton, Assistant Vice Chancellor for Faculty Affairs, in collaboration with UNO Benefits Manager, July 2022. Finalized and approved by AAUP, November 2022.