9.3.1 Family and Medical Leave (effective January, 1995)

Formerly Known As Policy Number:
9.3.A

1. Maternity Leave

California’s Pregnancy Disability Leave Law allows for leave of up to four months due to medically certified, pregnancy-related disability. During Maternity Leave, the individual remains on the regular Stanford payroll at full salary, but she is expected to apply for Short-Term Disability Insurance according to established procedures. (Specific instructions are available at University HR Disability and Leave Services [1] and should also be available in department and dean’s offices.) The length of Maternity Leave is determined by the individual’s physician, who certifies the number of weeks that she is disabled, both before and after delivery. All disability checks must be endorsed back to her department. Although the disability payments do not cover the full amount of the individual’s salary, they partially reimburse the University account that supports it.

To be eligible for Maternity Leave, an individual must be benefits eligible - that is, she must have worked at Stanford for at least six months at 50% time or more for the period preceding the leave. Maternity Leave does not extend the term of the current appointment.

2. Family and Medical Leave

Stanford’s policy on Family and Medical Leave for those holding other teaching titles follows the guidelines of the California Family Rights Act of 1991 (amended in 1993) and the federal Family and Medical Leave Act of 1993. This legislation provides for up to 12 weeks of unpaid leave in any 12 month period for certain family and medical reasons. Family or Medical Leave may be taken for the following reasons:

• to care for the individual’s spouse (including same-sex domestic partner), child, or parent who has a serious health condition;
• for an individual’s serious health condition. (In this case the individual may be eligible for short-term or long-term disability payments.)
• the birth of a child or the placement of a child with the individual for adoption or foster care.

A serious health condition is defined as any illness, injury, impairment, or physical or mental condition serious enough to involve hospitalization, in-patient care in a residential medical facility, or continuing treatment or supervision by a health care
To be eligible for Family or Medical Leave, an individual must have been employed by Stanford (within the U. S.) for at least 12 months at 50% of full time or more. An individual is not eligible if he/she has used the maximum yearly leave provided by law. When the need for family leave is foreseeable, requests for Family or Medical Leave should be made sufficiently in advance to allow the school or department to make replacement teaching and other arrangements.

During Family or Medical Leave, the University continues its contributions toward medical and dental group health plans. The individual continues to be responsible for paying his or her own premium. If additional leave is approved beyond the 12 weeks of Family or Medical Leave, the individual must pay the University?s portion of the monthly premium in addition to his or her own premium to ensure continuous insurance coverage. However, Family and Medical Leave does not extend the term of the current appointment.


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