

Paid Parental Leave Guidance

Effective Fall 2020

The purpose of the University Paid Parental Leave (PPL) policy is to give parents additional flexibility to adjust to their new family situation and balance their professional obligations (University of Memphis Policy [HR5024](#)). The University provides eligible faculty with up to six (6) weeks (225 hours) of PPL within 12 months following the birth or adoption of a child.

Eligible faculty may arrange PPL with their department chair in a number of ways to meet their personal needs. Alternatively, eligible faculty in the Fogelman College of Business and Economics may choose to elect one the following options for PPL:

- Option 1: Six (6) credit hour teaching workload reduction for one semester; or
- Option 2: Three (3) credit hour teaching workload reduction for two semesters (as long as both semesters occur within 12 months following the birth or adoption of a child per University policy)

Faculty electing Option 1 and have a teaching workload less than six (6) credit hours in the PPL semester may reduce service assignments in accordance with an approximately equivalent credit hour time commitment (see [FCBE Faculty Workload guidelines](#)). Faculty with teaching workloads in excess of the elected PPL teaching workload reduction (Option 1 or Option 2) may teach the remaining credit hours via virtual instruction modalities if this does not disrupt University operations and is approved by the department chair.

Faculty shall not be required to “bank” or “make up” duties prior to or following PPL.

Faculty should discuss PPL with their department chair a minimum of three (3) months before the proposed semester(s) of PPL in order to permit time for review and approval of the requested arrangement. It is understood that under certain circumstances it may not be feasible to provide three (3) month notice; in these cases, faculty must provide notice as soon as practicable. The [Paid Parental Leave Request](#) must be approved by the department chair and Human Resources.

Faculty who elect to take PPL that begins during an academic semester shall make arrangements with their department chair and must submit the [Faculty Modified Duties Request](#).

Probationary faculty members without tenure who take PPL, may, at their discretion, request a one-year extension to the tenure clock in accordance with existing “stop the clock” procedures as specified in the University [Faculty Handbook](#).

Departments may be eligible for replacement costs associated with maintaining the duties of the employee on PPL. Department chairs must complete the [PPL Replacement Funds Request](#) and submit the signed form to Human Resources for processing.