

Faculty Senate

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University of Houston Faculty Senate Resolution on
Primary Caregiver Leave

(Approved on May 12, 2004 by a unanimous vote of the Faculty Senate)

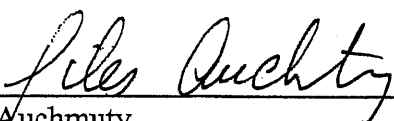
The primary caregiver leave policy covers full-time benefit-eligible faculty members in the following categories: 1) Primary caregiver of a new-born child; 2) adoptive parent or primary care provider of a child under the age of six years; and 3) care provider for an ill or elderly family member *where* use of sick leave is not in accordance with State policy. A full-time faculty member in one of these categories, who is also the person's primary caregiver, will be entitled to one full semester leave at full pay. During this semester, the faculty member will be free of teaching, research, and administrative responsibilities. The semester covered by this leave will be chosen at the discretion of the faculty member, as long as it is completed within 9 months after birth, adoption, or notification of need for eldercare. Each faculty member shall have only one primary caregiver leave entitlement per person needing care and it may not be divided.

The primary caregiver is the person in the household who has primary responsibility in terms of time and commitment for the active care, custody and welfare of the person in need of care. A faculty member applying for primary caregiver leave must complete a signed statement with the Office of the Provost certifying that (s)he is the primary caregiver and supply supporting documentation if requested.

Upon written request to the Provost, the tenure clock and contract terms of a faculty member who has taken a primary caregiver leave while holding an appointment without tenure will be extended by one year. The maximum number of extensions an untenured faculty member may receive for primary caregiver leave is two.

Instructional or administrative responsibilities of the faculty member during the semester of leave may, at the discretion of the department and dean, be delayed; distributed among other faculty with appropriate expertise and workload availability; or taught by lecturers paid from a central pool to be maintained for this specific purpose by the Office of the Provost. Application for funds from this pool will be made by the department through the Dean with supporting documentation.

A faculty member planning to take a primary caregiver leave under this plan should inform his or her Department Chair and Dean in writing (with a copy to the Provost), ordinarily at least three months before the expected start of the leave and in all cases no later than 30 days before the start of the leave. Failure to provide timely notice may result in a denial of the primary caregiver leave. Faculty members covered by outside grants or contracts during the period of the primary caregiver leave will normally arrange no-cost extensions of grants where possible. If a faculty member does not wish to be released from the obligations of a grant or contract, the faculty member may nonetheless be relieved from other administrative or teaching duties in conformity with the primary caregiver leave policy.



Giles Auchmuty
President, Faculty Senate

6/3/04
Date