

December 10, 2021

Shannon Bellum  
University Senate, Administrative Affairs Council

Re: University Senate  
Recommendation Regarding Information on Parental-Leave Policies  
and Procedures (February 26, 2020)  
Administration Response

Dear Shannon:

The purpose of this letter is to respond to the February 26, 2020 University Senate Recommendation Regarding Information on Parental-Leave Policies and Procedures in which the Senate requests the Administration to clarify and modify policies and procedures related to “maternal-health leave during the academic term.”

The Senate Recommendation asks the University to respond to the three questions which are listed below with responses:

1. Will the University adopt a policy which enables a faculty or specialist’s teaching load to be rebalanced between semesters in an academic year to support the new parent, without effecting the employee’s academic year teaching load?

The Acting Provost confirmed that, subject to the instructional needs of a department, chairs and deans currently have the authority to rebalance faculty or specialist loads to accommodate these circumstances or other emergent situations during the course of an academic year. This rebalancing will take into account how best to meet the overall departmental teaching needs in a given semester and the availability of faculty/specialist/adjunct resources to cover the section(s) on behalf of the requesting faculty member or specialist.

2. What options exist to avoid stopping the tenure clock when a faculty member needs to take a maternal-health leave during their probationary contract period?

Current University tenure procedures offer probationary faculty alternatives to maintain their cadence to tenure without “stopping the tenure clock.” The tenure clock for a probationary faculty member taking a parental leave (Family and Medical Leave Act/New Jersey Medical Leave Act), personal leave, or special sick leave (all options being considered a “Leave”) for one semester will not change. The tenure clock for probationary faculty on Leave for an academic year will be reset and prior years of service will not be used. In the case of a faculty member whose tenure clock resets, they can maintain their tenure cadence by applying for early tenure consideration.

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3. Under what circumstances is donated leave available to address maternal-health matters?

The Donated Leave Program ([Montclair Donated Leave Policy](#)) permits University classified employees, faculty, unclassified staff and librarians to voluntarily donate portions of their earned sick and/or vacation time to employees who are suffering from a catastrophic health condition or injury, or who is needed to provide care to a member of the employee's immediate family who is suffering from a catastrophic health condition or injury or involve a prolonged absence from work by the employee of 60 or more days. Please note, the employee receiving the donated leave must have, first, exhausted their paid time off in order to receive donated leave.

While maternal-health matters related to the birth or adoption of a child can have a significant impact individuals and families, these matters are not eligible for the Donated Leave Program. That being said, if the maternal-health condition meets the catastrophic standard, the employee will be eligible.

Thank you for bringing these matters to the attention of the Division.

Sincerely,



David L. Vernon  
Vice President for Human Resources

Cc: K. Hollister, Acting Provost and Vice President for Academic Affairs  
K. Sumner, Associate Provost for Academic Personnel  
Q. Mitchell Watson, Associate Vice President for Compliance and Labor Relations  
E. Jacobson, President, University Senate