



Faculty Manual

Section I Salary and Fringe Benefits

September 1, 2019

Union College
807 Union Street
Schenectady, NY 12308

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I. SALARY PAYMENTS

Faculty contracts for the academic year are paid on a semi-monthly basis over 12 months. Salary payments commence September 1 and continue on the first and fifteenth of each month, with the last installment on August 15.

When first appointed, but before a faculty member can formally start work at the College the following forms must be completed and returned to Human Resources located at 17 South Lane:

- Letter of Appointment and Pay Notice for Exempt Employees.
- Faculty Appointment Attestation Form.
- Federal Income Tax Withholding Certificate - Form W-4.
- Legal Proof of Identity and Employability - Form I-9.
- Background Check Form

II. DECLINATION OF SALARY OR STIPEND

In any case in which an employee, part-time or full, or speaker wishes to give any or all of a salary or stipend received from the College back to the College, it will be necessary for the following conditions to pertain:

- The salary or stipend must be offered to the employee or speaker in writing prior to the written indication from the employee or speaker that he or she wishes to return all or part of the salary or stipend to the College.
- A written declination to accept any or all of the fund must be obtained. It is possible for the donor in this case to designate the use of such foregone funds, and any such designation will accompany the written declination.
- The employee or speaker must be notified in writing that the entire salary or stipend will be reported to the Internal Revenue Service.
- The written offer and declination should be passed on to the Comptroller's office for processing and coordination with the Gift Records Office.

III. GENERAL BENEFIT INFORMATION

The College has established a variety of employee benefit options and a flexible benefit program. The following is a brief summary of these options. Complete plan descriptions are contained in plan documents and Summary Plan Description booklets. Copies of these documents are available from Human Resources and are on the Human Resources website. In the event of any contradiction between the information appearing in this manual and the information that appears in the plan documents, the plan documents shall govern in all cases. For more complete information regarding any benefit, please contact Human Resources or consult the Human Resources website.

A. Reservation of Rights

While it is the College's intent to continue all current benefit plans and policies, the College reserves the right, at any time, to amend or terminate any of the plans or to change contribution levels toward benefits, change carriers, and modify the scope of contracted coverage, at its sole discretion and for whatever reasons it considers appropriate with or without prior notice (unless prior notice is required by law). The Reservation of Rights provision pertains to all current, former, and retired employees and applies to any and all benefits offered by the College. No oral statement made by a representative of the College may contradict this Reservation of Rights provision.

B. Flexible Benefits Program

The College has adopted a comprehensive Flexible Benefits Program (Flex Plan) that gives an employee the opportunity to choose the type of benefits and the level of benefits that meet his or her personal needs.

This Flex Plan provides an employee with "flex dollars" and the freedom to select medical, dental, vision, life insurance, disability insurance, personal insurance and dependent life insurance. The Flex Plan includes a cash-out option for an employee who does not need the College's medical insurance coverage and a Medical Premium Rebate program for an employee with household adjusted gross income below a stated threshold. Additional "flex dollars" are available for claiming "Head of Household." Also, Health Care and Dependent Care Flexible Spending Accounts allow any employee to set aside tax exempt dollars for certain unreimbursed health and/or dependent care expenses.

An employee participates in the Flex Plan and enrolls for eligible benefits at the time of hire (within 90 days) and during open enrollment, held in the fall of every year. An employee

may change coverage during open enrollment or within 30 days of a qualifying event. A qualifying event is defined as: addition of a dependent child (as specified in IRS Section 152) by birth or adoption, addition or loss of a dependent child through a change in legal responsibility for the child's medical coverage or attainment of age 25, spouse's or domestic partner's termination or commencement of employment, change in employment status from full-time to part-time or from part-time to full-time, death of spouse, domestic partner, or dependent child, divorce, legal separation, marriage, unpaid leave for employee, spouse, or domestic partner, or loss of coverage through spouse's or domestic partner's employment.

C. Benefit Eligibility

Refer to the Human Resources website on Insurance and Tuition Program Eligibility & Requirements.

D. Domestic Partnership Policy

Refer to the Human Resources website on the Domestic Partnership Policy, Affidavit, and Termination.

E. Medical, Dental and Vision Insurance

Refer to the Human Resources website on Medial Insurance, Dental Insurance, and Vision Benefits.

F. Prescription Program

Refer to the Human Resources website on Pharmacy Benefits.

G. Employee Assistance Program

Refer to the Human Resources website on Employee Assistance Benefits.

H. Wellness Benefits

In the interest of employee health and well-being, and to assist in improving overall health, the College provides a variety of wellness and health management programs. Programs may include flu shots, cholesterol screenings, weight control programs, smoking cessation and health risk assessments. The Athletics Department and the Theatre and Dance

Department offer various fitness activities. The College medical plans also contain many wellness benefits.

An employee has free membership and use of the fitness center, pool, and facilities for basketball, squash, racquetball, track, ice-skating and tennis. Recreational access cards are available for a one-time fee of \$20 for a spouse or domestic partner, and for dependent children ages 16-22. All children under age 16 must be accompanied by an employee or recreational access card holder. An employee is allowed up to 3 immediate family member guests at no charge or non-family member guests for \$5 per visit. Dependents are not allowed to bring guests.

I. Health Care and Dependent Care Flexible Spending Account

Refer to the Human Resources website on Medical and Dependent Care Reimbursement Accounts.

J. Life Insurance and Accidental Death & Dismemberment Insurance

Refer to the Human Resources website on Life Insurance/Supplemental Life and Accidental Death and Dismemberment Insurance.

K. Short Term Disability Insurance

Faculty members absent due to illness, injury or other qualifying medical condition will receive continuation of full salary for up to three months plus one additional week for each year of service to a maximum of six months. Should the disabling condition begin during the academic year, the full salary period will commence on the actual disability date. Should the disabling condition begin during July or August, the full salary period will commence on September 1. If the disabling condition continues through July and August, and the period during which full salary is continued has not elapsed, then July and August will count towards the period during which full salary is continued. Should the faculty member return to work and then experience a relapse, the continuation of full salary for up to three months plus one additional week for each year of service will start all over again. Full benefits will continue for the duration of the short term disability.

To receive full salary continuation, a faculty member must submit an appropriate physician's statement to Human Resources, indicating date of disability, job limitation/inability to perform job responsibilities, and length of disability/potential return to work date. To return to work, a faculty member must submit a physician's statement to

Human Resources indicating ability to return to regular/modified job responsibilities and a return to work date.

The work of the absent person has been customarily carried out by other members of the faculty during his or her absence, except when the absence was of such duration as to cause a material deficiency in teaching, or of such a duration as to impose undue hardship on the members of the faculty. In such event, the Vice President for Academic Affairs/Dean of Faculty will consider obtaining a replacement.

These provisions are effective for full-time faculty. Proportional provisions will be made for part-time faculty members.

L. Long Term Disability Insurance

Refer to the Human Resources website on Long Term and Supplemental Long Term Disability Insurance.

M. Dependent Life Insurance

Refer to the Human Resources website on Dependent Life Insurance.

N. Personal Insurance (Auto, Home, Renters and Other)

Refer to the Human Resources website on Auto, Home, Renters or other Personal Insurance.

O. Retirement Plan and Supplemental Retirement Accounts

Refer to the Human Resources website on Retirement Plans.

P. 457(b) Deferred Compensation Plan

The College has a Deferred Compensation Plan for its officers and other highly compensated employees. The College does not make any contribution to the plan. An eligible employee may elect to make personal contributions by payroll reduction. The amount that may be tax-deferred is determined by the Internal Revenue Code. The College has designated TIAA/CREF as the manager of the 457(b) Deferred Compensation Plan.

Q. Retirement Policy

Refer to the Human Resources website on Benefits.

R. Business Travel Accident Insurance

Refer to the Human Resources website on Business Travel Insurance.

S. Long Term Care Insurance

Refer to the Human Resources website on Long Term Care Insurance.

T. Unemployment Insurance

All employment at the College, with the exception of student employment, is covered under the provisions of the New York State Unemployment Insurance Law. The College pays the full cost for this benefit.

U. Social Security and Medicare

In accordance with federal law, a percentage of each employee's salary is deducted to cover Social Security benefits that may include retirement payments, Medicare benefits, death benefits, disability insurance, and monthly income payments to certain dependent survivors of covered workers. These percentages are mandated by law and are equally matched by a College contribution to Social Security.

V. Worker's Compensation

Refer to the Human Resources website on Work Related Injury - Workers' Compensation & Return to Work.

IV. TUITION REMISSION AND SCHOLARSHIPS

Refer to the Human Resources website for the following policies related to tuition benefit programs, the Clarkson University Educational Assistance Plan, and the Employee Scholarship Program. Additional forms related to the plans can be found on the ***Human Resources Benefits website***.

Tuition Benefit Programs

- Employees signing appointment or employment letters on or prior to July 1, 2011
- Employees signing appointment or employment letters after July 1, 2011

Clarkson University Educational Assistance Plan

- Union College & Clarkson University Educational Assistance Plan for Employees
- Union College & Clarkson University Educational Assistance Plan for Dependent Spouses & Domestic Partners

Union College Employee Scholarship Program

- Union College Employee Scholarship Program

V. OTHER BENEFITS

A. Moving Expenses

Refer to the Human Resources website on Moving Expenses.

B. Apartment Assistance

Refer to the Human Resources website on Housing - Apartments.

C. College Park Home Loan Assistance Program

The College Park Home Loan Assistance Program offers assistance to a regular full-time employee, with at least two years of service, who purchases a home in the College Park neighborhood. The College will provide a maximum of \$5,000 in the form of a forgivable loan (at the rate of 20% per year) to pay for required contract deposits, appraisals, inspections and other related closing costs.

D. Survivor's Benefits

Should a faculty member die during the academic year (not on long term disability or retired), the family/estate will receive a pro rata portion of the faculty member's annual salary. The percent of salary to be paid will be dependent upon the percent of the assigned academic services completed at the time of death. In addition, as a widow's/widower's benefit, the College will provide to the surviving spouse of a deceased full-time faculty member a gift amounting to 1/10 of the faculty member's annual salary.

The surviving spouse/family is also eligible for lifetime continuation of enrolled insurance benefits. An employee who has met the tuition remission and scholarship program requirements and has at least ten consecutive years in the College's employ may have his or her surviving children participate in the tuition remission and scholarship program.

E. ERISA Rights

An employee is entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all participants in the College's benefit plan shall be entitled to:

- Examine, during normal working hours at Human Resources, all plan documents, master copies of insurance contracts, and copies of all documents required by the U.S. Department of Labor, such as detailed annual reports and plan descriptions.
- Obtain copies of all, or any of the above documents, at a reasonable cost.
- Receive, upon request, a summary of the plan’s annual financial report.

ERISA imposes certain duties on administrators of the College’s benefit plan, including the duty to administer the plan prudently in an employees’ best interest. An employee shall not be retaliated against for exercising his or her rights under ERISA.

F. Continuation of Group Health Benefits

An employee and/or his or her dependents covered under the College health plan may be eligible for the continuation of those benefits at the time employment ends. The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides that an employee who loses group benefit coverage due to a “qualifying event” other than termination for “gross misconduct” is eligible to continue benefits at his or her own cost.

G. Recognition Programs

The College recognizes the contributions, accomplishments, and valued service of employees through special programs, in campus publications, and on the College website. College departments will often recognize an employee on special occasions and for excellence at work.

The Annual Recognition Program provides public recognition and demonstrates appreciation for an employee when he/she reaches ten years of service and at five-year milestones thereafter. The Annual Recognition Program is also a time when the College recognizes the contributions of retiring employees.

The Annual Quarter Century Club Dinner, held by the President, honors employees with 25 or more years of service.

U ARE A TREASURE is a program that recognizes and rewards special effort or exemplary performance by an employee. An employee can be nominated at any time by anyone who thinks the employee has done something “extra” in the course of his or her employment.

H. Discounts

Throughout the year, Human Resources offers numerous discount programs including Broadway show and New York City activity tickets, golf calendars, amusement park tickets, and vacation get-away information.

I. Hotel Discounts

Refer to the Human Resources website on Hotel Discounts.

J. Computer Loans

Refer to the Human Resources website on Computer Loan.

K. Second Mortgage Program

This program was established and approved by the Board of Trustees in 1956. In accordance with the privacy provisions of the Gramm Leach Bliley Act, second mortgage loans are to be made available to full-time administrators and faculty members. Such loans are to be issued directly by the College to the employee for the purpose of purchasing homes in the Schenectady area.

How the program works:

- Employee signs note and mortgage to the College.
- The attorneys for the College handle all the paperwork with the employee.
- The legal fees incurred by the College are to be paid by the employee.
- The maximum loan amount available is \$15,000 and the maximum repayment period is 15 years.
- The interest rate on loans granted by the College in this program will be based upon the net yield on Federal National Mortgage Association (Fannie Mae) fixed rate bonds with a 15 year maturity (or less as applicable) plus 1%. The interest rate is to be fixed on the third business day prior to closing.
- The College issues a check to the employee.
- The College collects monthly payments from the employee through automatic payroll deduction.
- The loan balance outstanding will be reviewed annually by the Finance Office. The current authorized total amount available for loans shall not exceed \$250,000.

L. College Plot in Vale Cemetery

A faculty member, his or her spouse, domestic partner, and unmarried children have the privilege of interment in the College plot in Vale Cemetery without charge for the plot assigned. Provision for additional plots for other family members may be voted by the Board of Trustees in exceptional circumstances. The family is responsible for furnishing adequate markers and for the upkeep of the area assigned. A “perpetual care” plan may be purchased from the Vale Cemetery Association.

M. Credit Union

Refer to the Human Resources website on Federal Credit Unions.

VI. PERSONAL LEAVES

***Please note:** For medical leaves, including the birth of a child, please consult Section I-III-K (Short-Term Disability Insurance) and Section I-III-L (Long-Term Disability Insurance). Also, for leaves related to professional development, refer to Section II-VII (Leaves Related to Professional Development).*

A. Family and Medical Leave (FMLA)

This policy statement is a summary of the Family and Medical Leave Act (FMLA) of 1993. The FMLA is specific in its scope of coverage and will be the determining factor in final interpretation of leave provisions. An employee should contact the Human Resources Office for information about specific situations.

To be eligible for FMLA leave, an employee must: (i) have been employed by the College for at least 12 months; (ii) have worked at least 1,250 hours during the 12-month period immediately preceding the first day of leave; and (iii) work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

FMLA leave is intended to run concurrently with the provisions of College sick leave policy, New York State Disability Insurance, Workers' Compensation Insurance, Long Term Disability Insurance, and/or accrued personal and vacation time. The provisions of this policy apply only to family and medical leave circumstances covered by the FMLA. The provisions for personal leave of absence under other existing College policy are not changed and cannot be substituted for the provisions covered by the FMLA.

To the extent allowed by law, an employee on an approved FMLA leave will be required to use all accrued, unused vacation, sick and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay. During an approved FMLA leave, the employee will remain covered under the College's health insurance plans on the same conditions as coverage would have been provided had the employee not been on leave; provided the employee continues regular contributions. Upon requesting a leave, an employee will be advised of the procedures for making his or her health care premium contributions during the leave period. If the employee fails to return to active employment for at least 30 calendar days after an unpaid FMLA leave, the College may exercise its right to recover its share of health insurance premiums from the employee, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control. Other benefits (such as

retirement, life insurance, and long-term disability) will be governed by the terms of each benefit plan.

An employee who returns from an approved FMLA leave will retain the same benefit status he or she held prior to going on leave. Use of FMLA leave will not result in the loss of any employment benefits that accrued prior to the start of an employee's FMLA leave (unless such accrued benefits, such as paid leave, were used during FMLA leave). All benefits that operate on an accrual basis (e.g., vacation, sick and personal days) will cease to accrue during any period of FMLA leave that is unpaid.

1. Leave Entitlement

The College will grant a leave ("FMLA leave") of up to a total of 12 workweeks during any 12-month period (as defined herein) to an eligible employee for:

- a. The birth, adoption, or foster care placement of a child and to care for such a child;
- b. The care of the employee's spouse, domestic partner, child or parent who has a serious health condition; and
- c. The employee's own serious health condition that makes the employee unable to perform the functions of his or her position.

FMLA leave may also be taken for two types of Military Family Leave:

Qualifying Exigency Leave: Eligible employees with a spouse, domestic partner, son, daughter, or parent on "Covered Active Duty" may use their 12-week leave entitlement to address certain qualifying exigencies. "Covered Active Duty" means, in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; in the case of a member of a reserve component of the Armed Forces, "Covered Active Duty" means duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty. Qualifying exigencies may include short-notice deployment, military events and related activities, arranging for alternative childcare and certain other childcare and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment activities, rest and recuperation, and other activities that the employee and the employer agree upon.

Military Caregiver Leave (also known as Covered Service member Leave): A special leave of up to 26 weeks during a “single 12-month period” for an eligible employee who is the spouse, domestic partner, child, parent, or next of kin of a Covered Service member to care for the Service member. “Covered Service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty. “Covered Service member” also means a veteran who is undergoing treatment for a serious illness or injury incurred in the line of active duty and who was a member of the Armed Forces, including the National Guard or Reserves, within the five years preceding the treatment. The “single 12-month period” for the purpose of this type of leave begins on the first day the eligible employee takes FMLA leave to care for a Covered Service member and ends 12 months after that date.

The maximum amount of leave for any FMLA-qualifying reason that may be taken in any 12-month period is 26 weeks, provided that no more than 12 weeks of leave may be taken for any FMLA-qualifying reason other than Military Caregiver Leave.

For purposes of this policy, a “serious health condition” generally means an illness, injury, impairment, or physical or mental condition that involves either (1) an overnight stay in a medical care facility (i.e., hospital, hospice, or residential medical care facility), or (2) continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Medical leave for an employee’s own serious health condition, a serious health condition of an employee’s immediate family member, or for Military Caregiver Leave, may in some cases be taken on an intermittent or reduced schedule basis when medically necessary (as distinguished from voluntary treatments and procedures) and if it is determined that the employee’s medical needs can best be accommodated through an intermittent or reduced leave schedule. Certification

from an employee's health care provider of the medical necessity of intermittent leave or leave on a reduced schedule will be required. An employee needing intermittent FMLA leave or FMLA leave on a reduced schedule must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College's operations. Qualifying Exigency Leave may also be taken on an intermittent basis. An employee may be assigned to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced leave schedule. FMLA leave for the birth or placement of a child for adoption or foster care with the employee may not usually be taken on an intermittent or reduced leave schedule basis.

For all FMLA leave other than Military Caregiver Leave an eligible employee may take up to 12 weeks of leave in any rolling 12-month period measured backward from the date an employee uses any such FMLA leave. This means that at any point in time, the amount of leave available for such FMLA leave is 12 weeks less the amount of leave used during the preceding 12 months. For the purpose of the Military Caregiver leave, a "single 12-month period" is used, which is measured differently; as noted above; the "single 12-month period" for the purpose of this type of leave begins on the first day the eligible employee takes FMLA leave to care for a Covered Service member and ends 12 months after that date.

Military Caregiver Leave Limits: This leave is to be applied on a per-covered-Service member, per-injury basis such that an eligible employee may only take one 26 week period of leave for the same Service member with the same injury; however, an eligible employee may be entitled to take more than one period of 26 weeks of leave if the leave is to care for different Service members or to care for the same Service member with a subsequent serious injury or illness, except that no more than 26 workweeks of leave may be taken within any single 12-month period.

Special Limitations on Leaves: If the College employs both spouses and both spouses request leaves for the birth, adoption or foster care placement of a child, for the care of that child, or to care for a parent with a serious health condition, then the aggregate, combined leave for both employees for that purpose shall be limited to 12 weeks during any rolling 12-month period. FMLA leave for the birth, adoption or foster care placement of a child or for the care of that child must be completed within 12 months of the child's birth, adoption or foster care placement. If the College employs both spouses and one or both spouses take Military Caregiver Leave, they are limited to a combined total of up to 26 weeks of leave during the single 12-month period depending upon the type and length of leave taken.

An employee who has questions concerning qualification for leave under the FMLA is advised to consult with his or her immediate supervisor, department head, or Human Resources.

2. Job and Benefit Protection

Upon return to active work from an approved FMLA leave, to the extent required by law, most employees will be restored to his or her former position or, if his or her former position has been filled or is no longer available, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

Medical, dental, vision, life, and long-term disability benefits will remain in effect during the leave on the same basis and premium sharing/payments as if not on leave. College contributions to the retirement plan will not be made during the leave period unless pay has continued under an approved paid leave category. Accrual of benefits or eligibility for benefits based upon time worked or length of employment will not continue during the unpaid leave.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

3. Procedure for Securing Leave

When the need for leave is foreseeable, an employee should submit a written leave request to his or her immediate supervisor and/or department head, a minimum of 30 days prior to or as soon as practical from the beginning date of the leave. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the College's normal call-in procedures. An employee must provide sufficient information for the College to determine the anticipated timing and duration of the leave and if the leave qualifies for FMLA protection. Circumstances qualifying for FMLA protection may include:

- a. employee is unable to perform job functions,
- b. family member is unable to perform daily activities,
- c. the need for hospitalization or continuing treatment by a health care provider,
- d. circumstances supporting the need for military leave.

An employee must inform the College if the requested leave is for a reason that FMLA leave was previously taken or certified.

Certification of Serious Health Condition: The College may condition its approval of a leave for purposes of personal or family illness or to care for a Service member on the employee's submission of a satisfactory medical certification from the employee's, family member's, or Service member's health care provider. The College will provide the employee with the certification form for this purpose, and it is the employee's responsibility to ensure that the health care provider submits a fully completed form to the College within 15 days. The College may, in its discretion and at its expense, require the employee to obtain second or third medical opinions from independent health care providers. The College may also require certification for Qualifying Exigency Leave. The employee must provide a complete and sufficient certification to the College; if the employee does not, the College will give the employee seven calendar days to cure any such deficiency. The College may also require an employee on leave to submit periodic recertifications throughout the leave, but generally will not do so more often than every 30 days unless there is a change in circumstances or other circumstances warranting an earlier recertification. Failure to provide an appropriate certification or recertification, upon request, may result in the denial of leave.

Periodic Status Reports: The College may require an employee on leave to report periodically on the employee's status and intent to return to work.

Reinstatement from Leave and Fitness-for-Duty Certification: An employee who has complied with his or her obligations under this policy will be reinstated to the position he or she held prior to leave or to an equivalent position, unless business conditions resulted in the elimination of the employee's former position during the leave or the employee would not otherwise have continued to be employed had he or she continued in active employment. The College, however, may refuse to restore those employees considered to be "key," for purposes of the Family and Medical Leave Act, to their previous positions under certain circumstances. An employee who has taken a leave in excess of five days for his or her own serious health condition must submit a medical certification from his or her health care provider verifying that the employee is able to return to work and perform his or her regular job duties. Reinstatement may be delayed until a satisfactory medical certification has been provided. If the employee does not provide either a fitness-for-duty certification or a new medical certification for a serious health condition at the time

FMLA leave for the employee's own serious health condition is concluded, the employee's employment may be terminated.

B. Adoptive Parent Leave

An adoptive parent who is the primary caregiver may apply for an adoptive parent leave consisting of one course off for one term (four credit hours) and release from service expectations for one term. The unpredictable timing of adoption can make it difficult to make course arrangements in advance. Depending on the adoption arrangements, the need to replace a faculty member before a course starts may not be certain. Knowing that an adoption is planned, department chairs should make plans for a substitute faculty member to be put into place if and when the adoption is finalized. Prospective adoptive parents should keep department chairs informed of plans. If a department chair has very little notice, it may not be possible to find an acceptable substitute, and the leave may be in question. The College has an obligation to make a good-faith effort to arrange for a substitute faculty member, and the adoptive parent has an obligation to make a good-faith effort to keep the College informed of the adoption plans.

C. Personal Leave of Absence without Pay

A faculty member may request a personal leave of absence without pay. Leaves may be renewed, though normally they do not exceed the equivalent of one academic year. Requests for a personal leave or renewal of leave should be submitted to the department chair at the earliest possible time so that arrangements can be made to fulfill personnel needs. Requests should be forwarded by the department chair to the Dean of the Faculty's Office for approval.

A faculty member should arrange to continue Flex Plan coverage through Human Resources. In the context of personal leaves of absence without pay, the extent of Flex Plan coverage is normally based on the percentage of time served during a full academic year. A faculty member who continues to occupy a full-time position (2/3 time or more for an academic year) will continue to be eligible for 100% of Union's employer contribution to medical and dental insurance. A faculty member who reduces to half-time for the academic year will be eligible for 50% of Union's employer contribution to medical and dental insurance. A faculty member who is less than half-time for the academic year will be allowed to continue medical and dental insurance but will be responsible for 100% of the total cost (both employer and employee contributions). Contributions to the retirement plan, while a leave is in progress, are based upon each paycheck payment to the faculty member.

A faculty member who is going on unpaid leave, has a child or children in college, and is receiving financial assistance from Union College towards tuition costs, at Union or elsewhere, may continue receiving these benefits while on leave. A faculty member who decides not to return from an unpaid leave will be required to reimburse the College for any financial assistance toward tuition costs received from the College during the term of the leave.

Although the College recognizes the importance of such leaves, approval of such a requested leave of absence without pay is at the discretion of the Board of Trustees upon the recommendation of the President.