

**DEPARTMENT OF PSYCHIATRY AND BEHAVIORAL SCIENCES  
POLICIES AND PROCEDURES**

**FACULTY PARENTAL LEAVE**

**Policy**

This policy is a departmental elaboration of, and in full agreement with, the Vanderbilt University Faculty Manual's parental leave policy, in the School of Medicine (SOM). Nothing in this policy should be construed to conflict with the policies set forth in the Faculty Manual.

A faculty member who becomes the parent of a child, or whose spouse or domestic partner becomes the parent of a child, either by childbirth or through adoption of a minor child, shall be entitled to a maximum total leave of 16 continuous weeks—12 weeks of institutional leave time, and 4 weeks of Tennessee Maternity Leave Act (TMLA) time.

**Leave Compensation**

- 12 weeks VUMC leave
  - The first 6 weeks of parental leave are fully paid as a benefit from the SOM as outlined in the Faculty Manual.
  - 1 paid week additional benefit covered by the Department.
  - Up to 5 weeks of vacation/conference time *may* be used for remaining 12 weeks of institutional leave. Faculty have the choice of a) vacation/conference time or b) unpaid time off for these 5 weeks. Which category is used will affect annual productivity expectations for *clinical* effort, as described below.
- 4 weeks optional TMLA time
  - 4 weeks of optional TMLA time is unpaid time off.

**Productivity Adjustments**

For faculty with clinical effort, adjustments to productivity requirements are as follows:

- *Parental Leave Supported by SOM:* Annual productivity goal is reduced by 11.5% (6 weeks SOM paid time / 52 weeks per year)
- *Parental Leave Supported by Department:* Annual productivity goal is reduced by 1.9% (1 week Department paid time / 52 weeks per year)
- *Vacation/Conference time:* No adjustments to productivity are made, as 5 weeks of non-clinical time are already factored into annual productivity goals.
- *Unpaid Time Off:* For any unpaid time off, annual productivity requirement is reduced proportionately by the number of weeks of unpaid time off divided by 52 weeks. For example, during the 12 weeks of institutional leave a faculty member uses 3 weeks vacation/conference time, and 2 weeks unpaid time off: the annual productivity will be reduced by 3.8% (2 weeks unpaid / 52 weeks per year). In this case, the faculty member will have 2 weeks of vacation/conference time remaining to be used at another point in the academic year (not continuous with parental leave).

**Definitions**

Parent—An eligible parent is defined as a birth mother, spouse, same sex domestic partner, or a new adoptive parent who is the primary caregiver. An individual who adopts a spouse's or partner's child is not eligible for this benefit.

Primary Caregiver—A primary caregiver is defined as someone who has primary responsibility for the care of a child through birth or adoption. Note: If both parents work for Vanderbilt, then only one parent can be designated as a primary caregiver at a time.

Benefit—Vanderbilt SOM will provide up to six weeks of 100% paid parental leave to the eligible parent serving as the primary caregiver following the birth or adoption of a child. The amount of the benefit will be based on the current base salary and determined by standard hours/fulltime equivalent of the position. The benefit must be utilized in a continuous period up to six weeks.

### Procedure

Faculty members requiring a leave should notify his/her service chief(s) and Division Director as soon as possible in order to facilitate coverage for clinical, administrative and educational responsibilities. The formal request for the leave should be in writing to the department chair. The letter/email should include a statement that the purpose of the leave will be to serve as a primary caregiver for a child during the period of leave. It should also include the expected approximate delivery date, the number of weeks of leave requested, and if the leave includes the use of paid vacation time, the number of vacation weeks requested.

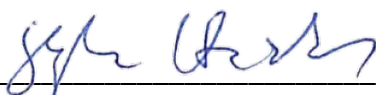
The request should be made as soon as reasonably possible after the need for a leave becomes known in order to minimize the administrative burden of ensuring adequate coverage. The parental leave will ordinarily be taken in the perinatal period or near the time the child is placed for adoption. Special circumstances may be agreed upon with the approval of the department chair. Such special circumstances must also receive endorsement from the dean.

The faculty member must also complete the online Medical Leave Request form, located on the FMLA website. In the event he/she is not eligible for FMLA, this same form will start the application process for a Non-FMLA Medical Leave.

In order to ensure the faculty member's payroll is appropriately managed, he/she must notify the Department Administrative Manager (Chief Business Officer) when he/she starts the leave and of the planned date of return to work. Before returning to work, the faculty member must complete the Release to Return to Work form and have his/her healthcare provider complete the "Healthcare Provider's Statement" portion of the form. This form should be submitted to the Administrative Manager, who will forward it to the FMLA office.

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Approved by Leadership Council in April 2023

  
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