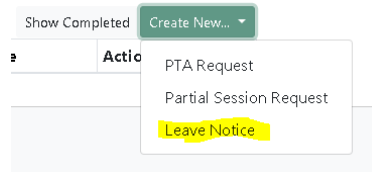


Process for Faculty Parental Leave

1. Apply for FMLA
  - a. Link for application: <https://hr.vumc.org/fmla/employees>
  - b. FMLA will protect your job for a 12-week period
  
2. Eligibility for FMLA
  - a. Full-time employees working 30 or more hours per week that have been employed for the previous twelve (12) consecutive months and meet the requirements under FMLA are eligible to apply for the paid parental leave
  - b. After faculty complete the FMLA application, they will receive an email from HR that notifies the faculty member of his/her eligibility for FMLA and asks to provide medical certification. A medical provider will need to complete the form that will be attached to that email and fax it to HR.
  - c. HR will then communicate with the Faculty Affairs Office and they will communicate with the department to complete the approval process. When it is finished, they will produce an approval letter from the Dean and send it to the Department of Neurology, which will come to either the Chair or Chief Business Officer.
  - d. Faculty will receive an approval email and letter from HR and the department.
  - e. Questions about the FMLA process? Contact your FMLA Coordinator at 615-322-7441 or email: [fmlaprocessing.vumc@vumc.org](mailto:fmlaprocessing.vumc@vumc.org). You may also contact Katherine Jordan, the department contact for HR at 615-936-0155 or [katherine.e.jordan@vumc.org](mailto:katherine.e.jordan@vumc.org)
  
3. PTA
  - a. Enter a LEAVE notice (not a PTA request) as soon as possible in the PTA system for the entire time that you will be out, not just when you are in clinic. These dates will need to line up with your FMLA dates.



4. Compensation
  - a. Faculty who are approved for FMLA will receive 6 weeks of parental leave
    - i. Parental leave policy: [https://www.vumc.org/faculty/faculty-parental-leave-policy?\\_ga=2.120484360.1634786141.1508160693-397628348.1501877281](https://www.vumc.org/faculty/faculty-parental-leave-policy?_ga=2.120484360.1634786141.1508160693-397628348.1501877281)
  - b. Faculty members can use any PTA (up to 20 days/year) after paternity leave
    - i. Please note: If you choose to use the 20 days of PTA after your paternity leave, you will have 10 weeks of paid leave.
  - c. Faculty can use a maximum of 10 weeks paid time off during parental leave. Any time off after that will be un-paid.
  
5. Return to work
  - a. Faculty must have their medical provider complete the return to work form and fax it to HR. Return to work form <https://hr.vumc.org/system/files/fmla/ReleaseReturnToWork.pdf>