

Section of Surgical Sciences Faculty Parental Leave Request Process

Parental Leave

Full-time faculty with at least one year of employment may, upon request, obtain maternity leave related to pregnancy, childbirth and nursing an infant for a period of up to four months [Faculty Parental Leave Policy | Faculty Affairs & Career Development \(vumc.org\)](#).

A faculty member who takes parental leave under this policy shall receive salary and benefits for up to six (6) weeks. For faculty on variable or performance salaries, the salary to be paid will be the average of the salary paid during the four months prior to the effective date of the leave. If additional weeks of leave are requested, full benefits but not salary will be maintained for up to a maximum of an additional 10 weeks.

To request Parental Leave:

- Faculty member discusses leave request as soon as possible with Department Chair/Division Chief and follows up with a written request.
 - For clinical faculty – discussion should include arrangements for clinic and on-call coverage.
- Department Chair/Division Chief approves written request which is then forwarded to the Faculty Affairs Office for approval.
- Faculty are required to complete the online FMLA application thru Human Resources website. (<https://hr-mc.vanderbilt.edu/fmla/employees.php>).
- After FMLA application is submitted, OHC will process and will prepare a Medical Leave Determination (MLD) stating if FMLA is approved or not.
- OHC will send a copy of the MLD form to the Faculty Affairs Office for their records.
- If the Faculty Affairs Office has not been notified by the department of the request they will contact the Section Asst to the Chair and Department AO to confirm.
- After Faculty Affairs has confirmed that the Section and Department has approved, an FMLA approval letter will be prepared from the Dean and sent to the Section, Department and faculty member.
- The Department submits an EDC to charge the Dean's Office center: 104-001-0003 for up to 6 weeks.

Paid time off requested beyond the standard 6 weeks is at the Chair's discretion.