

FACULTY LEAVES AND THE TENURE CLOCK

Type of leave	Description	Approvals	Tenure clock *
Medical Leave w/pay	- 6 weeks at full-pay. If medical need continues, remainder of semester at half-pay. An extension beyond the semester end may be requested if medical need continues in new semester for a total maximum of 9 weeks at half-pay.	Routine approval upon recommendation of chair and department initiation of an electronic document. If questions arise, medical professional can send recommendation to VPFAA who will consult with chair about need.	Automatically stops tenure clock for duration of leave.
Pregnancy Leave (covered under medical leave plan)	- Allows 6 weeks leave at full-pay and if medical need continues, remainder of semester at half-pay. May be taken up to 2 weeks prior to giving birth or immediately thereafter. May be combined with paid family leave providing 18 weeks at full-pay.	Routine approvals through department and the initiation of an electronic document.	Automatically stops tenure clock for duration of leave.
Paid family leave	-Requires one year of service and is limited to 2 leaves within a five year period. -For Birth or Adoption: full pay for up to 12 weeks, (maternal/Paternal/same sex domestic partner). Leave must conclude within 6 months of birth or adoption. For child birth, may be combined with pregnancy medical leave providing 18 weeks at full- pay. -For Family Care: full pay for up to 12 weeks for salaries up to and including \$125,000, reduced by 1% for each \$2,000 in salary above \$125,000 with a maximum reduction of 50%.	Routine approval requiring completion of a PFL request form (http://www.indiana.edu/~vpfaa/welcome/forms.shtml#Forms) and the initiation of an electronic document	Automatically stops tenure clock for duration of leave.
Leaves of absence without and with partial pay	-Normally restricted to one year	Must be approved with explicit consent of chair and academic dean – leaves of 1 year routinely approved by VPFAA. Requests for longer leaves must seek approval at all levels, and are approved on a case by case basis.	Normally does NOT stop the tenure clock unless taken for health or family reasons covered under FMLA, e.g. leaves taken for research or teaching at other institutions does NOT stop the clock, unless the academic unit feels the leave will be detrimental to the faculty member making progress towards tenure. This must be documented and approved in writing at all levels.(see: Understanding on Tenure Status http://www.indiana.edu/~vpfaa/welcome/forms.shtml#Forms)

*IMPORTANT NOTE: tenure clock adjustments are cumulative, with 10 months of leave representing 1 year off of the clock. If the clock is stopped for one semester, that typically has the effect of delaying the tenure consideration one academic year, since we have a single review process each year. However, if a faculty member takes an additional semester leave, total of 10 months; that will still only adjust the clock by one year, even if the leaves are taken during separate academic years.