

Georgia Tech Family-Friendly Benefits and Policies (Fall 2016)

Georgia Tech has the following benefits and family-friendly policies to help new and expecting parents. This document, prepared by the Faculty Benefits Committee in consultation with the Office of Human Resources, the Office of Sponsored Programs, and the Vice Provost for Graduate Education and Faculty Development, is specifically directed towards academic tenure-track and tenured faculty on 9-month contracts.

Because the benefits described are administered through different offices on campus, you may wish to contact all of those listed above to receive complete information on the options available to you. It is important to communicate your specific circumstances with those listed as contacts to ask what arrangements can be made. *Below is a general summary; however, each benefit has its own nuances and complexities. Thus it is incumbent on the faculty member to consult the actual policies at the links provided to understand the implications, applicability, and the exceptions.*

Benefits Administered by the Office of Human Resources

- 1. Short-term disability insurance (optional).** Georgia Tech offers Short-Term Disability (STD) at a cost to cover employees while they are themselves disabled. Enrollment is open at time of hire and annually during open enrollment. Once you are rendered disabled by a medical doctor and complete a 14-day waiting period, STD insurance pays 60 percent of your salary up to a maximum of \$2,500 per week up to 11 weeks. Benefits are not usually subject to income tax. Maternity will typically qualify for STD for an average period of 6 weeks. Bonding with a healthy baby, adoption, and paternity leave is not covered under disability and is not allowed as “illness”. A faculty member must remain enrolled each year. More details: <http://www.ohr.gatech.edu/Benefits/disability>
- 2. Family Medical Leave Act (FMLA).** Georgia Tech complies with the provisions of the federal Family and Medical Leave Act, and School Chairs must make provisions for coverage for a faculty member out on FMLA. FMLA allows employees to balance their work and family life by the use of unpaid leave and sick leave (see #3 below) for certain family and medical reasons to care for themselves or immediate family members. The birth of a child is a qualifying event; however, FMLA is a complex policy. Faculty should read the policy carefully and consult Human Resources for additional information. More details: <http://www.policylibrary.gatech.edu/employment/draft-family-leave>
- 3. Sick Leave.** Regular, full-time (and some part-time) faculty are eligible to accrue sick leave. As it relates to FMLA and especially pregnancy and maternity leave, you may use sick leave during the elimination period prior to going on disability. However, you may not use sick leave while on disability. Accrued sick leave can generally be used for absences due to childbirth, for the period of time deemed medically necessary by a healthcare professional which is typically the six weeks immediately following childbirth for normal delivery, without any complications (maternity only). The non-birth parent/father may use sick leave during the first six weeks post-partum as well as the birth parent/mother. Accrued sick leave may not be used to make adoption arrangements or to “bond” with a healthy newborn or newly adopted or placed child. School chairs must make provisions for coverage of

work when a faculty member is out on sick leave. More details: <http://www.policylibrary.gatech.edu/employment/sick-leave>

4. **Shared sick leave program.** All academic faculty can participate in the shared sick leave pool. To participate, you must donate at least 8 hours of sick leave during open enrollment. You can apply to receive sick leave hours from the pool once you have exhausted your own sick leave. See sick leave (#3) for more details on how sick leave can be used. More details: http://www.usg.edu/hr/manual/shared_sick_leave_program
5. **Vacation Time.** Academic faculty on a 9-month appointment do not accrue vacation time. More details: <http://www.policylibrary.gatech.edu/employment/vacation>
6. **Insurance.** If you experience a change in your family status, such as birth, adoption, placement for adoption, or legal custody of a child, you may be eligible to make changes to your current benefit elections, such as health insurance, without waiting until open enrollment. Full details and forms: <http://ohr.gatech.edu/benefits/family>.
7. **Employee Assistance Program.** Georgia Tech provides help at no cost to employees in addressing emotional, mental health, and work related concerns through the Faculty / Staff Assistance Program. More details: <http://www.ohr.gatech.edu/worklife/fsap>
8. **Summer months.** Because most academic faculty are on 9-month contracts, the availability of the above benefits during summer months (especially FMLA, sick leave, and shared sick leave) may be limited, even for faculty earning summer salary from sponsored projects. "Summer salary" should not generally be charged to a sponsored project unless the faculty member is engaged in the research. Please discuss details with the contacts below.
9. **Adoption, bonding, and paternity leave.** ASMD (see #11 below) and some provisions of FMLA apply to adoption, bonding with a healthy newborn, and paternity leave. STD and sick leave do not apply.
10. **Child care.** Georgia Tech has two on-campus child care centers, the R. Kirk Landon Learning Center and the Children's Campus at Georgia Tech. More details: <http://www.ohr.gatech.edu/worklife/childcare>

Other Benefits

11. **Active Service Modified Duties (ASMD).** Academic faculty can apply for one semester of active-service modified duties for a number of qualifying reasons, including childbirth, bonding, and adoption. Both men and women are eligible to apply for ASMD, and there is no limit on the number of times ASMD may be granted. With ASMD, the faculty member continues to work full time but proposes modified teaching responsibilities (typically a one-course reduction in teaching load in exchange for course development, additional service, or research responsibilities proposed by the ASMD candidate). Please note that a change in the level of effort on a sponsored projects (directly charged or cost shared) >25% of what effort was proposed to the sponsor requires prior approval (see #8 below). The faculty member's department receives funds to cover the course release from the Provost's Office. More details: <http://faculty.gatech.edu/faculty-affairs-reps/internal-resources/active-service>

11. Probationary Period for Tenure. The probationary period for tenure may be extended for childbirth or the adoption of a child less than 6 years old. The probationary period can be extended for one year per event, up to a maximum of two years. This policy applies equally to men and women. More details: <http://www.policylibrary.gatech.edu/book/export/html/1707>

12. Sponsored Research Programs: Any deviation of >25% of the proposed and awarded level of effort on a sponsored project requires prior approval of the sponsoring agency. Disengagement of the PI for 90 days or more requires that a new PI be named. Please contact the Office of Sponsored Programs for assistance with seeking sponsor approval related to these circumstances. Georgia Tech's policies have recently been updated, and a link for more details will be added here as soon as it is available.

Who to contact for more information:

- Your School chair or unit head.
- The human resources coordinator for your School or College.
- Athena Jones, Senior Leave Management Specialist, Office of Human Resources (athena.jones@ohr.gatech.edu)
- Office of the Vice Provost for Graduate Education & Faculty Development (<http://www.provost.gatech.edu/reporting-units/vice-provost-graduate-education-faculty-development>)
- The ADVANCE professor in your college (<http://www.advance.gatech.edu>)

	ASMD	Sick leave, STD, FMLA	Insurance changes
School Chair	X	X	
HR coordinator (School or College level)		X	
HR (Athena Jones, leave specialist)		X	X
Vice Provost for Graduate Education and Faculty Development	X		
ADVANCE professor in College	X		

Prepared by the Faculty Benefits Committee in conjunction with the Georgia Tech Office of Human Resources and the Office of Faculty Affairs.