

# FACULTY MEDICAL AND FAMILY LEAVE (FMFL)



The University of Pittsburgh's Faculty Medical and Family Leave (FMFL) establishes leaves of absence for faculty for medical (including pregnancy and childbirth), parental, and other family care purposes. Its goals are to assist faculty members in balancing the demands of the workplace with family obligations, and to establish equitable practices across the diverse departments, schools, and campuses of the University.

## Am I eligible for FMFL?

Faculty members eligible for leave under this policy include:

- » Full-time faculty and faculty librarians
- » Part-time tenure-stream faculty and part-time faculty librarians who are employed at least half-time

Please visit the [Faculty Handbook](#) for additional information on FMFL eligibility.

## Why should I apply for FMFL?

The University of Pittsburgh provides leaves of absence in accordance with the Family Medical Leave Act of 1993 (FMLA). A faculty member's minimum rights and responsibilities under the FMLA are set forth in a mandatory notice published by the United States Department of Labor.

The [University's policy](#) exceeds the minimum federal Family and Medical Leave Act (FMLA) of 1993 and supersedes previous University policies in effect prior to 1993. The Family and Medical Leave Act entitles eligible employees, as defined in the Act, to take unpaid family care and/or medical leaves of up to 12 workweeks in any 12-month period.

The Act protects the employee's employment and medical benefits during authorized medical and family leaves. Consistent with the Act, this policy provides for paid and unpaid leave periods, which shall be substituted for all or part of the unpaid leave period provided by the Family and Medical Leave Act.

## What is a medical leave?

Medical leave under FMFL for a faculty member includes leave for an individual's own serious health condition, pregnancy, and childbirth. Eligible faculty members will receive their regular salary for a period of up to 26 workweeks, during any 12 calendar-month period, in the event of their own serious medical condition or illness, conditional upon certification by a health care provider. Salary will be continued only during that period for which the faculty member would normally be on the payroll.

When medically necessary, leave may be used on an intermittent basis. No faculty member will be paid for medical leave time totaling more than six months during any consecutive 12 calendar-month period.

When a continuous medical leave extends beyond six calendar months, the individual may apply for an unpaid leave of absence not to exceed 12 additional months, or for disability insurance under the University's Long Term Disability plan.

## What is family leave?

### **Paid Parental Leave:**

Faculty members may be eligible for parental leave in the event of the birth or adoption of a child for whom the faculty member has parental responsibilities. A faculty member may receive four workweeks of paid leave, to be taken within one calendar year after the birth or adoption of a child, which may be used as full-time or equivalent prorated part-time, to be determined by the faculty member and their department chair. Such paid leave is in addition to medical leave granted under the Medical Leave. Married faculty members who are both employed at the University are each eligible for parental leave.

### **Paid Dependent Leave:**

Additionally, faculty members who have been employed at the University of Pittsburgh for 24 calendar months or more are eligible for up to a maximum of four weeks of paid leave during any consecutive 24-month period in the event of a serious medical condition or illness of a spouse or registered domestic partner, biological or adopted child, or parent.

## How do I apply for FMFL?

Contact MetLife by calling **1-888-777-7418** or visit [my.pitt.edu](https://my.pitt.edu) (search for “MetLife MyBenefits”) to file your claims. MetLife will send you a packet of information that you must review. You and your attending physician must complete the forms in the packet. These forms must be returned directly to MetLife for their review.

If the reason for the requested medical leave is foreseeable, the faculty member is required to provide 30 days’ notice of intent to take leave. If the reason for the requested medical leave is not foreseeable, the faculty member is required to provide as much notice as possible.

Once you have filed your FMFL claim with MetLife, write a memo to your department chair/division head requesting medical and/or family leave. Please indicate the length of leave you are requesting, including a start date and end date. The requested length of leave must be consistent with what your physician has recommended and with the FMFL policy. The memo does not need to state the medical condition prompting the request. If the leave will require an extension of the tenure clock, please include a statement indicating this in the memo requesting medical and/or family leave.

## What types of leave will NOT be filed with MetLife?

There are multiple leave types that will still be reviewed and approved by the University of Pittsburgh’s Office of the Provost. These leaves include Sabbaticals, Paid and Unpaid Professional Enhancement Leaves, Paid and Unpaid Personal Leaves, and Unpaid Family Leaves. For additional information please contact your Department Chair and the Office of the Provost.

## What happens to my benefits while I am on FMFL?

During all paid and unpaid leaves described in the FMFL Policy, the University will continue to pay its share of medical, life, Accidental Death and Dismemberment Insurance (AD&D), and disability insurance premiums, and the faculty member will be responsible for their portion. If on an unpaid leave or if your pay does not support the benefit premium deductions, you will be billed for the cost of unpaid premiums.

## What happens to my tenure clock while on leave?

**If the medical or family leave is four calendar months or longer**, and the tenure-stream faculty member wishes the year not to count towards the mandatory tenure review, they should state this in the memo to their chair when requesting medical and/or family leave.

**If the leave is less than four calendar months**, and the tenure-stream faculty member wishes the year not to count towards the mandatory tenure review, they may request this in the memo to their chair when requesting medical and/or family leave. Tenure-stream requests for leaves less than four months shall be reviewed by the Provost, who will have the final decision regarding its approval.

## What happens if my medical leave exceeds 26 weeks?

The University provides a Long Term Disability benefit program, which grants partial income replacement and continuation of certain University benefits in the event that the eligible faculty member becomes disabled. For more information, please visit the [Long Term Disability Insurance page on the Office of Human Resources website](#).



## Who do I contact with questions?

To file a FMFL claim or for questions related to an existing claim, contact MetLife:

- » Call: **1-888-777-7418**

For tenure-stream considerations and questions, contact the University’s Office of the Provost:

- » Email: [faculty@pitt.edu](mailto:faculty@pitt.edu)
- » Call: **412-624-4222**

For general questions related to the leave of absence process, contact the Office of Human Resources:

- » Submit an inquiry: [hr.pitt.edu/contact-ohr](https://hr.pitt.edu/contact-ohr)
- » Call: **833-852-2210**

For resources through the University’s faculty and staff assistance program, contact Life Solutions:

- » Call: **1-866-647-3432**
- » Learn more: [hr.pitt.edu/lifesolutions](https://hr.pitt.edu/lifesolutions)

For additional information and the full Faculty Medical and Family Leave (FMFL) policy, please [visit the Faculty Handbook website](#).