

**School of Arts and Sciences**  
**Faculty Leave Benefit Definition**  
**For Leaves Resulting from Birth or Adoption of a Child**

The arrival of a new child into a family, either at the time of birth or adoption, typically requires that parents devote substantial time to child care duties. The assumption of these substantial child care duties often is incompatible with the obligations the University requires from a full-time faculty member.

Effective September 1, 2018, and following the birth or adoption of a child, the University now provides the following varieties of paid parental leave to eligible members of the Standing Faculty and the relevant Academic Support Staff with at least one year of prior service. The leave must be approved and taken within 12 months of the date when the first benefit starts. The faculty member is expected to notify the department chair and/or dean in writing at an early date so that appropriate arrangements can be made.

A. Leaves for the birth parent.

- Up to 8 weeks of paid short-term disability (STD) based on medical certification that a faculty member is unable to perform work as a result of the birth. While on short-term disability, the birth parent should perform no work for the University. Benefits-eligible faculty members are expected to take advantage of this benefit and should submit relevant paperwork to HR via their academic department chair.
- Two semesters of teaching relief, to be taken within 12 months of the birth of the child. The first semester of teaching relief will normally coincide with the semester in which the child is born and the STD benefit is taken. If the child is born during the summer, the first semester of teaching relief will take place in the fall semester that immediately follows.

B. Leave for the spouse or partner of the birth parent.

- One semester of teaching relief, to be taken within 12 months of the birth of the child.

C. Leaves for adoptive parents.

- One semester of teaching relief for each parent employed by Penn, to be taken with 12 months of the adoption of the child.