

Faculty Flexible Work Arrangements Frequently Asked Questions:

1. I need a leave of absence. How do I know which one is the best for me?

There are a variety of leave programs available for faculty. Options include paid and unpaid leave. It is best to consult the Faculty Agreement, the OUWB Faculty Handbook or contact AHR for further information. Below are some of the available leave options:

Family Medical Leave Act (FMLA) – Up to 12 weeks of leave is available to eligible faculty for qualified events such as a birth or adoption, personal illness or to care for a family member.

Paid Medical Leave - Eligible faculty may receive paid leave for personal illness or injury. Oakland provides compensation for full time non-visiting faculty who are unable to work due to illness, injury, pregnancy or disability for a period not to exceed six months, with provision of appropriate documentation.

Unpaid Leave – Eligible faculty can request an unpaid leave for an entire academic year or for a semester for a number of reasons approved by Oakland. Contact AHR for further information.

Bereavement Leave – In the case of death in an employee's immediate family, the University shall provide up to three days of leave. This may be extended to five days in certain circumstances.

Professional Development and Research Leaves – Eligible faculty may apply for available research grants and professional development leaves. More information about grant support, visit the Research Office website.

Sabbatical Leaves - Eligible faculty may apply for a half pay or full pay sabbatical leaves for the purpose of research, study of teaching methods or cognate disciplines.

2. I am adopting a child. What options are available to me?

Faculty adopting a child are eligible to take an unpaid FMLA leave for up to 12 weeks within the first year from the date of placement into the home. An alternative work assignment (see below) may be available as well.

3. What happens if I am having my baby during the summer months, not during the academic year?

Faculty who are pregnant and will deliver during the summer months not during the normal academic year should apply for a medical leave. Taking a medical leave will automatically extend the tenure clock and probationary period for one year. This will also open the door for a possible alternative work assignment.

4. I have a seriously ill spouse, partner, child or parent who needs me to care for them. What options are available to me?

Faculty who need a leave to care for a seriously ill family member may seek an FMLA unpaid leave. Unum administers FMLA leaves. Medical documentation will be required. (See #5 below for information about contacting Unum.) Faculty may also request an alternative work assignment or full or partial unpaid leave. It is best to consult with AHR and your department chair to explore those options.

5. How do I request an FMLA or Paid Medical Leave?

It is recommended that you discuss with your department chair, Dean or AHR your need for a leave. You will officially request an FMLA or Paid Medical Leave by contacting Unum at www.unum.com or 866-779-1054. For further information on filing a leave, please follow the link [How to File a Leave with Unum](#).

6. How do I request an unpaid leave?

After consultation with AHR and your chair, a written request for unpaid leave (not FMLA) should be submitted to the department chair and dean. The Provost must approve all unpaid leaves.

7. What happens to my benefits if I take an FMLA and/or Medical Leave?

An eligible faculty member on an FMLA or paid Medical Leave will have their health and dental benefits continued at the same level and with same premium contributions as prior to the leave.

8. What happens to my benefits if I take an unpaid leave?

You will be responsible for the employee and University contributions to your health benefits during your leave period. For further information please contact the Benefits Office at benefits@oakland.edu or 248-370-4207.

9. What is an Alternative Work Assignment?

An alternative work assignment is other professional work that normally takes the place of a faculty member's teaching load. The faculty member and department chair develop a plan for an alternative work assignment. This generally accompanies a return from a leave of absence where teaching is not a suitable option. Eligible full-time faculty may request a modified workload and flexible schedule customarily up to one semester following the arrival of a child, or to care for a seriously ill family member.

10. How do I request an Alternative Work Assignment?

Eligible faculty who seek an alternative work assignment will work with their department chair to develop a proposed alternative assignment. The proposal will be written and forwarded by the chair to the dean. The dean will review and provide a recommendation to Academic Human Resources (AHR). The Provost's office must approve the alternative work assignment.

11. How can I get an extension on my reappointment and tenure review schedule?

The review schedule and probationary period for tenure track faculty may be extended under certain circumstances. Leaves of six weeks or longer due to a faculty member's medical condition or for reasons of childcare shall automatically delay the review and extend the probationary contract for one year. A faculty member may seek waiver of this automatic extension by providing a written request to the Dean prior to the previously scheduled review.

12. Where can I find the lactation rooms on campus?

The rooms are located at:

- 355A Pawley Hall (to access get a key from Educational Resources Lab (350 PH) or Dean's Office (415 PH))
- 256B Engineering Center
- 4080 Human Health Building
- Oakland Center main level next to Chartwell's Office