

# Wayne State University

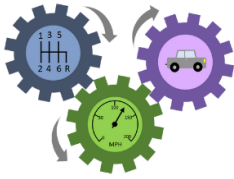
Gender Equity Advances Retention in STEM

*Drives • Shifts • Accelerates*

## WSU At-A-Glance Policy and Resource List

This document is only a guide. Please reference the links provided and current WSU AAUP-AFT contract (2021-2024) for more information on policies, resources, and eligibility.

Policy/Resource	Eligibility	Benefit/Limit Summary	Contact	More Information
<b>LEAVE</b>				
Family and Medical Leave Act (FMLA)	<ul style="list-style-type: none"> <li>Employees who have worked for a total of 12 months prior to requesting leave and have actually worked at least 1250 in the 12 months immediately prior to requested leave</li> <li>Birth of child</li> <li>Adoption/Foster</li> <li>Care of immediate family member</li> <li>Care of self</li> <li>Care of military family member</li> <li>Active military family member – call to duty</li> <li>Other exigencies</li> </ul>	<ul style="list-style-type: none"> <li>Must give notice 30 days in advance or as soon as possible if unforeseen</li> <li>Job-protected unpaid leave, but can elect to use available and applicable paid leave concurrently</li> <li>Total of 12 work weeks during a 12 month period for qualifying situations (see sources for more information and limitations)</li> <li>Military related caregivers can take a total of 26 work weeks during a single 12 month period</li> <li>Spouses employed by WSU can take a combined 12 workweeks dependent on reason for leave and a combined 26 workweeks for military related caregiving</li> <li>FMLA use will not result in loss of any employment benefit including health benefits</li> <li>Use of other paid leave options may be required before use of unpaid FMLA</li> </ul>	Apply for FMLA Leave via 3 <sup>rd</sup> party Administrator, FMLA Source. See: <a href="https://hr.wayne.edu/tcw/loa-fmla/fmla">https://hr.wayne.edu/tcw/loa-fmla/fmla</a>	<a href="https://policies.wayne.edu/appm/3-4-5-family-and-medical-leave-act">https://policies.wayne.edu/appm/3-4-5-family-and-medical-leave-act</a> <a href="https://hr.wayne.edu/tcw/loa-fmla/fmla">https://hr.wayne.edu/tcw/loa-fmla/fmla</a>  <a href="https://generalcourse1.wayne.edu/legal/fmla">https://generalcourse1.wayne.edu/legal/fmla</a> <a href="https://hr.wayne.edu/tcw/loa-fmla/maternity-and-parental-leaves.pdf">https://hr.wayne.edu/tcw/loa-fmla/maternity-and-parental-leaves.pdf</a>
Short-Term Disability Leave for Illness (STD) (Also referred to as “Illness Bank” or “Sick Days”)	All AAUP-AFT full-time members and fractional-time members (on a pro-rated basis)	<ul style="list-style-type: none"> <li>New faculty hires begin employment with 22 days/165 hours of Sick Leave</li> <li>Full-time faculty accrue 44 days after one year; 66 days after two years; 88 days after three years; 110 days after four years; 132 days after five years</li> <li>Policy pertains to pregnancy, medical procedures, and more</li> </ul>	Notify department chair, or equivalent immediate supervisor	AAUP-AFT Contract, 2021-2024 , Article XIII.C.1
Personal Emergencies	<p>Death of immediate family</p> <p>Seriously ill or injured immediate family</p>	<ul style="list-style-type: none"> <li>Time is deducted from Short-Term Disability “bank”</li> <li>No more than 5 consecutive days of absences unless otherwise approved</li> <li>After 6 months of service up to 2 days may be taken for personal reasons per fiscal year</li> <li>One additional day for personal reasons accrue for more than 10 years of service</li> <li>Prior notice must be given for absence due to personal reasons</li> </ul>	Notify department chair, or equivalent immediate supervisor	AAUP-AFT Contract, 2021-2024 , Article XIII.C.3

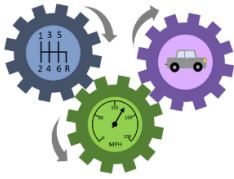


# Wayne State University

## Gender Equity Advances Retention in STEM

*Drives • Shifts • Accelerates*

Policy/Resource	Eligibility	Benefit/Limit Summary	Contact	More Information
Mandatory Sick leave	Employees with at least 12 months of continuous full-time service	<ul style="list-style-type: none"> <li>Mandatory leave with pay</li> </ul>	This is initiated by the Administration	AAUP-AFT Contract, 2021-2024 , Article XIII.C.2
Professional Leave – Sabbatical	<p>Tenured faculty with 6 – 12 semesters of regular full-time contractual employment</p> <p>Non-tenured tenure-track faculty with 6 semesters of full-time service eligible for 1 semester leave</p>	<ul style="list-style-type: none"> <li>One (1) semester following twelve (12) semesters of service = 100% Salary Support for Faculty</li> <li>Two (2) semesters following twelve (12) semesters of service = 60% Salary Support</li> <li>One (1) semester following six (6) semesters of service = 80% Salary Support</li> <li>*after each sabbatical, no matter the length, the count of service semesters restarts</li> </ul>	<ul style="list-style-type: none"> <li>Requests made to department chair, or equivalent immediate supervisor by deadline</li> <li>Changes and deferral requests sent to department chair or immediate supervisor</li> </ul>	<p>AAUP-AFT Contract, 2021-2024, Article XIII.B.2</p> <p><a href="#">Guidelines PDF</a></p>
Parental Leave and Maternity Leave	All Employees	<ul style="list-style-type: none"> <li>Faculty may use accrued Short-Term Disability Days (aka “Illness Hours,”) for parental leave up to 12 weeks</li> <li>This applies to birthing parents, non-birthing parents, adoptive parents, or placement of a child up to 6-years-old</li> <li>12 weeks for new parents who have full FMLA entitlement, but unpaid may use vacation to cover pay. STD for can also be used during 12-week period</li> <li>FMLA for bonding with newborn, adopted, or foster child must be taken within 1 year of birth/adoption/ placement</li> <li>Co-Parents in the bargaining unit may take a combined total of twelve (12) weeks of leave for the birth, adoption, or placement of a child</li> <li>Accrued STD paid Leave may be used <i>prior to date of delivery</i> for bed-rest, prenatal appointments, and medical necessity related to pregnancy and childbirth</li> <li>Absences without pay after birth unrelated to medical necessity</li> <li>Temporary, fractional-time appointment may be requested</li> </ul>	Form available from The Office of the Provost	<p><a href="#">PDF from HR</a></p> <p>AAUP-AFT Contract, 2021-2024, Article XIII.D.1-2</p> <p><a href="https://facaffairs.med.wayne.edu/leaves">https://facaffairs.med.wayne.edu/leaves</a></p> <p>*please see related document on parental and maternity leave for more information (forthcoming)</p>

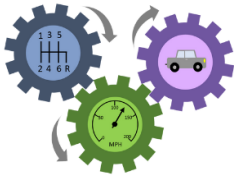


# Wayne State University

## Gender Equity Advances Retention in STEM

*Drives • Shifts • Accelerates*

Policy/Resource	Eligibility	Benefit/Limit Summary	Contact	More Information
<b>MODIFIED DUTIES</b>				
Modified Duties Assignment for Childbearing and Childcare Responsibilities, or Caring for a Parent with a Serious Health Condition	Significant responsibility for child (under age 6) after birth/adoption, or for caring for a parent with a documented, serious medical condition	<ul style="list-style-type: none"> <li>No more than 15 weeks</li> <li>Option 1: equivalent of a full workload is performed and no adjustment in compensation or assignments is made; may include remote work</li> <li>Option 2: Reduced workload that may necessitate adjusted compensation (up to \$3000) and/or in-load teaching or some other assignments</li> <li>If teaching workload is reduced and pay is not adjusted, additional teaching must be completed within the following 6 semesters</li> <li>Subsidy conditioned appointments may apply if modified duties is not detrimental to the grant or contract</li> </ul>	Request from chair, or equivalent immediate supervisor, two months prior to need	AAUP-AFT Contract, 2021-2024 , Article XIII.D.2
<b>TENURE RELATED</b>				
Tenure Clock Stoppage	Significant responsibility for child or parent (as defined by ADA or FMLA)  Consideration may be given for a clock stoppage for a chronic health condition of a faculty member	Maximum of 1 year excluded from countable years during probationary service	Request from chair, or equivalent immediate supervisor	AAUP-AFT Contract, 2021-2024, Article XIII.D.5
<b>OTHER PARENTAL RESOURCES</b>				
Childcare	Parents	<ul style="list-style-type: none"> <li>A pool of \$160,000 to reimburse bargaining-unit members for childcare expenses incurred in licensed daycare provider</li> <li>Subsidy amount per applicant is determined by the number of participating children and the number of months they were eligible during each subsidy period</li> <li>Subsidy is limited to children cared for by state licensed childcare providers or government licensed Canadian providers</li> <li>Only available for childcare for children in Kindergarten and under</li> </ul>	WSU AAUP-AFT See website for contact information and application	AAUP-AFT Contract, 2021-2024, Article XII.C.6 <a href="https://www.aaupaft.org/stay-informed/child-care-subsidy">https://www.aaupaft.org/stay-informed/child-care-subsidy</a>
Lactation Support	Nursing mothers	Includes a list of "Mother's Rooms" throughout campus and miscellaneous lactation support groups and information	Human Resources 313-577-3000	<a href="https://wellness.wayne.edu/lactation-support">https://wellness.wayne.edu/lactation-support</a>
Children in the Workplace	All employees	<ul style="list-style-type: none"> <li>Highlights responsibilities of employees when children are present in the workplace</li> <li>A summary of limitations and policies surrounding bringing children to WSU</li> </ul>	Human Resources 313-577-3000	<a href="https://policies.wayne.edu/appm/3-0-13-children-in-the-workplace">https://policies.wayne.edu/appm/3-0-13-children-in-the-workplace</a>

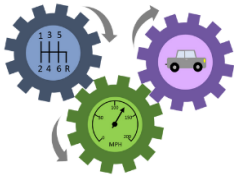


# Wayne State University

## Gender Equity Advances Retention in STEM

*Drives • Shifts • Accelerates*

Policy/Resource	Eligibility	Benefit/Limit Summary	Contact	More Information
WSU Parenthood Chronicles Support Group	WSU Faculty and Staff	Discussion and support group for parents	Rebecca Russel <a href="mailto:eg4079@wayne.edu">eg4079@wayne.edu</a>  Amanda Horwitz <a href="mailto:fg8638@wayne.edu">fg8638@wayne.edu</a>  Cherise Frost <a href="mailto:am4242@wayne.edu">am4242@wayne.edu</a>	<a href="#">Fall 2020 schedule</a>  <a href="#">Winter 2021 schedule</a>
<b>CHILDCARE</b>				
Merrill Palmer Skillman Institute	Open to the public	Childcare center for children 2.5 – 5 years old	See website for contact information	<a href="https://mpsi.wayne.edu/education/early-childhood">https://mpsi.wayne.edu/education/early-childhood</a>  <a href="https://mpsi.wayne.edu/resources/families">https://mpsi.wayne.edu/resources/families</a>
College of Education Early Childhood Center	Open to the public	Childcare center for children 2.5 – 5 years old – preschool and before and after school care	See website for contact information	<a href="https://education.wayne.edu/childhood-center#definition-80809">https://education.wayne.edu/childhood-center#definition-80809</a>
WSU Childcare Options				<a href="#">PDF</a>
WSU Summer & Learning Camps	Open to the public	<ul style="list-style-type: none"> <li>• Various short educational camps offered during the winter and summer for K-12 students</li> <li>• Cost varies per camp</li> </ul>	<a href="mailto:K12camps@wayne.edu">K12camps@wayne.edu</a>	<a href="https://waynestate.infreadyscale.com/hub">https://waynestate.infreadyscale.com/hub</a>
<b>WELLNESS AND BENEFITS</b>				
General Benefits & Wellness	Benefits eligible E-class with appointment of 50% or greater  Some part-time faculty	This website has a summary of benefits available	Human Resources 313-577-3000	<a href="https://hr.wayne.edu/tcw">https://hr.wayne.edu/tcw</a>
Active Employee Benefits Handbook	Benefits eligible E-class with appointment of 50% or greater  Some part-time faculty	A handbook containing information and summaries of benefits	Human Resources 313-577-3000	<a href="#">PDF</a>
Americans with Disabilities Act	Reasonable disability accommodation		<a href="https://oeo.wayne.edu/">https://oeo.wayne.edu/</a>	<a href="https://www.ada.gov/">https://www.ada.gov/</a>
Employee Assistance Program (Ulliance)	All employees	Counseling, coaching, crisis intervention, community resource referrals	1-800-448-8326	<a href="https://wellness.wayne.edu/eap">https://wellness.wayne.edu/eap</a>



# Wayne State University

Gender Equity Advances Retention in STEM

*Drives • Shifts • Accelerates*

Policy/Resource	Eligibility	Benefit/Limit Summary	Contact	More Information
<b>COVID-19 POLICIES</b>				
Families First Coronavirus Response Act Expanded Family and Medical Leave Act	FMLA eligible employees who are caring for children due to the COVID19 related closure of childcare facilities and schools	<ul style="list-style-type: none"> <li>• 10 day waiting period</li> <li>• Paid leave (2/3 of regular pay)</li> <li>• Does not draw from leave banks</li> <li>• Can supplement with vacation hours to receive regular pay</li> <li>• Please see website for calculations</li> </ul>	<ul style="list-style-type: none"> <li>• Request through FMLASource</li> <li>• Website: <a href="http://www.fmlasource.com">www.fmlasource.com</a></li> <li>• Email: <a href="mailto:FMLACenter@fmlasource.com">FMLACenter@fmlasource.com</a></li> <li>• Phone: 877-462-3652 (Live service 7:30am - 9:30pm CST; 24-hour automated phone system)</li> <li>• Smartphone App: FMLASourceNow</li> </ul>	<a href="https://hr.wayne.edu/tcw/ffcra">https://hr.wayne.edu/tcw/ffcra</a>