

WSU At-A-Glance Policy and Resource List (2023-2024)

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
LEAVE				
Family and Medical Leave Act (FMLA)	<ul style="list-style-type: none"> 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 Birth of child Adoption/Foster Care of immediate family member Care of self Care of military family member Active military family member – call to duty Other exigencies 	<ul style="list-style-type: none"> Must give notice 30 days in advance or as soon as possible if unforeseen Job-protected unpaid leave, but can elect to use available and applicable paid leave concurrently Total of 12 work weeks during a 12 month period for qualifying situations (see sources for more information and limitations) Military related caregivers can take a total of 26 work weeks during a single 12 month period Spouses employed by WSU can take a combined 12 workweeks dependent on reason for leave and a combined 26 workweeks for military related caregiving FMLA use will not result in loss of any employment benefit including health benefits Use of other paid leave options may be required before use of unpaid FMLA 	Apply for FMLA Leave via 3 rd party Administrator, FMLA Source. See: https://hr.wayne.edu/tcw/loa-fmla/fmla	https://policies.wayne.edu/appm/3-4-5-family-and-medical-leave-act https://hr.wayne.edu/tcw/loa-fmla/fmla https://generalcounsel.wayne.edu/legal/fmla https://hr.wayne.edu/tcw/loa-fmla/maternity-and-parental-leaves.pdf
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"> New faculty hires begin employment with 22 days/165 hours of Sick Leave 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 Policy pertains to pregnancy, medical procedures, and more 	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"> Time is deducted from Short-Term Disability “bank” No more than 5 consecutive days of absences unless otherwise approved After 6 months of service up to 2 days may be taken for personal reasons per fiscal year One additional day for personal reasons accrue for more than 10 years of service Prior notice must be given for absence due to personal reasons 	Notify department chair, or equivalent immediate supervisor	AAUP-AFT Contract, 2021-2024 , Article XIII.C.3
Mandatory Sick leave	Employees with at least 12 months of continuous full-time service	<ul style="list-style-type: none"> Mandatory leave with pay 	This is initiated by the Administration	AAUP-AFT Contract, 2021-2024 , Article XIII.C.2

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Professional Leave – Sabbatical	Tenured faculty with 6 – 12 semesters of regular full-time contractual employment Non-tenured tenure-track faculty with 6 semesters of full-time service eligible for 1 semester leave	<ul style="list-style-type: none"> • One (1) semester following twelve (12) semesters of service = 100% Salary Support for Faculty • Two (2) semesters following twelve (12) semesters of service = 60% Salary Support • One (1) semester following six (6) semesters of service = 80% Salary Support • *after each sabbatical, no matter the length, the count of service semesters restarts 	<ul style="list-style-type: none"> • Requests made to department chair, or equivalent immediate supervisor by deadline • Changes and deferral requests sent to department chair or immediate supervisor 	AAUP-AFT Contract, 2021-2024, Article XIII.B.2 Guidelines PDF
Parental Leave and Maternity Leave	All Employees	<ul style="list-style-type: none"> • Faculty may use accrued Short-Term Disability Days (aka “Illness Hours,”) for parental leave up to 12 weeks • This applies to birthing parents, non-birthing parents, adoptive parents, or placement of a child up to 6-years-old • 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 • FMLA for bonding with newborn, adopted, or foster child must be taken within 1 year of birth/adoption/ placement • 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 • 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 • Absences without pay after birth unrelated to medical necessity • Temporary, fractional-time appointment may be requested 	Form available from The Office of the Provost	PDF from HR AAUP-AFT Contract, 2021-2024, Article XIII.D.1-2 https://facaffairs.med.wayne.edu/leaves
MODIFIED DUTIES				
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"> • No more than 15 weeks • Option 1: equivalent of a full workload is performed and no adjustment in compensation or assignments is made; may include remote work • Option 2: Reduced workload that may necessitate adjusted compensation (up to \$3000) and/or in-load teaching or some other assignments • If teaching workload is reduced and pay is not adjusted, additional teaching must be completed within the following 6 semesters • Subsidy conditioned appointments may apply if modified duties is not detrimental to the grant or contract 	Request from chair, or equivalent immediate supervisor, two months prior to need	AAUP-AFT Contract, 2021-2024 , Article XIII.D.2

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TENURE RELATED				
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
OTHER PARENTAL RESOURCES				
Childcare	Parents	<ul style="list-style-type: none"> • A pool of \$160,000 to reimburse bargaining-unit members for childcare expenses incurred in licensed daycare provider • Subsidy amount per applicant is determined by the number of participating children and the number of months they were eligible during each subsidy period • Subsidy is limited to children cared for by state licensed childcare providers or government licensed Canadian providers • Only available for childcare for children in Kindergarten and under 	WSU AAUP-AFT See website for contact information and application	AAUP-AFT Contract, 2021-2024, Article XII.C.6 https://www.aaupaft.org/stay-informed/child-care-subsidy
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	https://wellness.wayne.edu/lactation-support
Children in the Workplace	All employees	<ul style="list-style-type: none"> • Highlights responsibilities of employees when children are present in the workplace • A summary of limitations and policies surrounding bringing children to WSU 	Human Resources 313-577-3000	https://policies.wayne.edu/appm/3-0-13-children-in-the-workplace
WSU Parenthood Chronicles Support Group	WSU Faculty and Staff	Discussion and support group for parents	Rebecca Russel eg4079@wayne.edu Amanda Horwitz fg8638@wayne.edu Cherise Frost am4242@wayne.edu	Fall 2020 schedule Winter 2021 schedule
CHILDCARE				
Merrill Palmer Skillman Institute	Open to the public; faculty are encouraged to contact the MPSI to add their child to the waitlist. There are limited spots available. Wait list link	Childcare center for children 3 – 5 years old	See website for contact information	https://mpsi.wayne.edu/education/early-childhood https://mpsi.wayne.edu/resources/families
College of Education Early Childhood Center	Open to the public; see above regarding wait lists and limited spots. Wait list link	Childcare center for children 3 – 5 years old – preschool and before and after school care	See website for contact information	https://education.wayne.edu/childhood-center#definition-80809

WSU Childcare Options				PDF
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WSU Summer & Learning Camps	Open to the public	<ul style="list-style-type: none"> • Various short educational camps offered during the winter and summer for K-12 students • Cost varies per camp 	K12camps@wayne.edu	https://waynestate.info/readyscale.com/hub
WELLNESS AND BENEFITS				
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	https://hr.wayne.edu/tcw
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 including medical, dental and vision insurance, life insurance, dependent coverage, retirement savings, tuition assistance programs, and health spending accounts.	Human Resources 313-577-3000	PDF
Americans with Disabilities Act	Reasonable disability accommodation		https://oeo.wayne.edu/	https://www.ada.gov/
Employee Assistance Program (Ulliance)	All employees	Counseling, coaching, crisis intervention, community resource referrals	1-800-448-8326	https://wellness.wayne.edu/eap