
Faculty Medical Leave Policy

Version: 1.0

Responsible University Official: Provost

Effective Date: 4-23-25

1.0 Introduction

This policy sets forth procedures for SLU-employed faculty who wish to access medical leave provisions as stated in the *Faculty Manual*, Section III.H.12.b

2.0 Relationship Between FMLA and Faculty Medical Leave

Faculty members may apply for Family Medical Leave Act (FMLA) leave; please consult the Human Resources website for the current application process. FMLA, however, only provides faculty with *unpaid* leave time. Accordingly, the University offers all full-time faculty the opportunity to apply for a Faculty Medical Leave of Absence, which provides for paid leave in the following circumstances:

- Faculty members can continue to be paid while on an FMLA-approved medical leave when the leave is for their own personal medical condition(s) that prevents them from performing their assigned duties. *See section 3.1*
- Faculty members can qualify for paid Faculty Medical Leave when caring for a qualified dependent and consistent with Missouri Law. *See section 3.2*

3.0 Scope and Procedures

FMLA, standing alone, does not provide for qualified leave to be paid. However, the University provides full-time faculty with payroll coverage when leaves are deemed eligible through the university policies referenced in Section 4.0.

3.1 Extended paid leave for personal medical conditions

- Faculty members may be granted paid, Faculty Medical Leave when they are unable to perform their assigned duties due to their own personal medical condition(s) or reason(s) for which an FMLA leave has already been granted; these leaves run concurrently.
- The period of an approved Faculty Medical Leave begins on the start date of an approved FMLA leave period. It may extend beyond the end date of an approved FMLA leave but may not exceed a total of 180 calendar days (inclusive of the FMLA leave period).
- For personal medical conditions that persist and warrant time beyond this 180-day limit, faculty have the following options:
 - The faculty member may request a special leave of absence, consisting of partial or complete relief from duties, with proportional reduction or cessation of salary (unpaid), for

- one full semester.
- Alternatively, the faculty member may qualify for long-term disability insurance benefits, terms of which are available from the University Benefits Office.
- Once an approved Faculty Medical Leave period begins, the faculty member cannot use more than 180 total calendar days of this leave during any 36-month rolling calendar period (which begins on the start date of any approved Faculty Medical Leave period).
- Faculty Medical Leave may not be used in any increment of fewer than 60 calendar days.
- The University may request updated or additional proof of the medical condition at any time prior to the expiration of the total 180 calendar days of leave afforded by this Policy.
- Any application for a Faculty Medical Leave should be submitted at least 30 days prior to the proposed start date of the paid leave (or as soon as practicable if the leave is not foreseeable); "as soon as practicable" is generally understood to be within one or two workdays of the employee's initial knowledge of the need for the proposed leave.
- The process for applying for Faculty Medical Leave detailed on the Human Resources website.

3.2 Paid leave for the care of a qualified dependent/family member

- Full-time faculty are entitled to receive 10 consecutive or intermittent days of paid leave of absence when they are unable to work due to the illness of a person for whom the faculty member is responsible for providing or arranging health or safety-related care, including children, parents, spouses, domestic partners, individuals with whom the employee is in a continuing social relationship of a romantic or intimate nature, grandparents, grandchildren, and siblings.
- This allocation of 10 days of paid sick time meets state-mandated requirements, is accrued annually (on a calendar year basis), and any unused days of this leave in any given year are automatically "rolled over" into the next calendar year (up to a maximum of 20 total days accrued). A pro-rata paid sick time allocation will be awarded to faculty who work less than full-time.
- Leaves of three workdays or fewer normally do not require medical verification (for the employee or the family member under their care).
- Verification may be required for any absence due to illness or injury (to oneself or a family member as described above) if the University has a reason to question the appropriateness of the absence or its duration, even if one day or fewer. Failure to produce the verification within 15 calendar days of the absence may result in the absence not being eligible for paid leave.
- The allocation and accrual of these benefits is consistent with Missouri law; faculty may contact Human Resources for assistance with their individual benefit analysis.
- A faculty member should notify their department chair, dean, or equivalent of their intent to use this state-mandated, paid leave at least 30 calendar days prior to the first date of the proposed leave, unless circumstances make such notice impossible (in which case, the faculty member must provide as much notice as possible).

4.0 References

This policy references the following other University policies:

- [Family and Medical Leave Act Policy](#)
- [Faculty Childcare Leave Policy](#)

5.0 Approvals

This policy was:

1. Endorsed by CADD: 4-23-25
2. Approved by Provost: 4-23-25