

## ADVANCE Purdue

### Purdue University's Work/Family Policies: A Comparative Assessment

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This report provides an overview of Purdue University's family-friendly policies with a focus on parental leave, tenure clock extension and childcare. A comparative perspective is also offered through information on the relevant policies of peer institutions. Under Executive Memorandum C-30 (1993), Purdue's Family Leave policies follow the FMLA requirements by allowing 12 weeks of leave for eligible faculty for the purposes of:

- A serious health condition that makes an employee unable to perform one or more of the essential functions of their job, as certified by their health care provider;
- Birth of a child;
- Placement with them of a child for adoption or foster care (including related court appearances, consultations with attorneys, and counseling sessions);
- Caring for a child during the first 12 months following birth or placement;
- Caring for a spouse, child, or parent with a serious health condition, as certified by the family member's health care provider.

An eligible employee must have been employed for 12 months or worked 1,250 hours during the previous twelve-month period. Executive Memorandum C-46 (1999) establishes pay for sick-leave as follows:

<i>Period of Continuous Service to Date of Illness</i>	<i>Maximum Sick-Leave Allowance During a Twelve-Month Period</i>
Less than one year	100% for 10 workdays (or 80 hours) of his/her salary
One year and less than two	100% for 22 workdays (or 176 hours) <u>and</u> 22 workdays (176 hours) at 75% of his/her salary
Two years and less than three	100% for 44 workdays (or 352 hours) <u>and</u> 44 workdays (or 352 hours) at 75% of his/her salary
Three years or more	100% for 66 workdays (or 528 hours) <u>and</u> 66 workdays (or 528 hours) at 75% of his/her salary

A medical certification is required for the individual faculty member's illness or leave for the illness of an immediate family member. Provisions for birth or adoption of a child are covered under the Paid Parental Leave Policy.

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### ***Paid Parental Leave Policy***

Purdue implemented a Paid Parental Leave Policy effective October 1, 2008. This policy was put in practice “to give parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their professional obligations” (Paid Parental Leave Policy, IV.10.3, 2008). The purpose of Purdue’s policy is to retain and attract “the brightest” faculty members. To be eligible, the employee must be employed for one continuous year half-time or more in a benefits-eligible position. Paid Parental Leave does not affect other eligible family leave when taken for the purpose of recovery from birth and/or bond with a newborn or newly adopted child under 18.

To ensure gender equity, the policy is extended to both parents, along with same-sex partner provisions. The notable gender difference, however, is the amount of paid hours. The birth mother may receive up to 240 hours paid leave. Other eligible employees receive 120 hours of paid parental leave. Paid leave is 100% of straight-time regular pay if taken within the first 12 months following birth or adoption.

### ***Tenure-Clock Extension***

University Senate Document 91-2 (2007) sets forth clarification and consistency of what constitutes justifiable tenure-clock extensions or stopping the tenure-clock as implemented in Executive Memorandum B-48 (1991). Tenure-clock extension is automatic for a one-year period for the birth of a child or for adoption. This provision applies to both parents. Other conditions for tenure-clock extensions must be deemed justifiable by the Provost. Justifiable conditions include but are not limited to: severe illness, disability, or caregiving of a family member.

### ***Childcare***

Childcare information is easily accessible on Purdue’s homepage by either searching “childcare” or navigating the “faculty/staff/retirees” link to the WorkLife Programs website. On campus, Purdue has two childcare centers and two preschools. The childcare centers allow infants as young as six weeks old. These centers base childcare fees on family income and age of the child. Fees range from \$125 to \$289 per week. Infant care (6 weeks to 2 years old) is the most expensive for both centers. The Patty Jischke Early Care and Education Center bases weekly rates on a five-tier income system. The Jischke Center is open year-round from Monday through Friday from 7:00 a.m. to 6:00 p.m. The Ben and Maxine Miller Child Learning Center bases monthly rates on a two tier income system. Tier one cut off is \$60,000 annual income of family. This center is open year-round, Monday through Friday, from 7:30 a.m. to 5:30 p.m.

The Child Development Laboratory Preschool charges tuition by semester. Rates are based on the age of the child. For children aged two to three-and-a half years, the tuition is \$1,462. For children aged three-and-a half to five years, the tuition is \$1,024. Classes

are offered for the academic year during the hours of 8:15 a.m. to 4:30 p.m. In addition, the Development Laboratory offers a seven-week summer program for a fee of \$511.

The Purdue Village Preschool first opens admission to Purdue Village residents (on-campus family housing). If classes are not full, faculty are allowed to apply. Cost varies by days attended and whether the parents are residents or faculty. Attendance for 3 days for residents ranges from \$78 to \$90 per week. For faculty, tuition ranges \$89 to \$105. For five days of attendance, tuition ranges \$123 to \$150 for residents and \$148 to \$175 for faculty. A material fee varies for each facility. The Purdue Village facility offers either morning or afternoon classes during the academic year and summer session, and is open from 8:30 a.m. to 5:15 p.m. Purdue's childcare centers do not offer sick care, and at the time of this research there was not an off-site childcare facility that did.

After-school care for children attending elementary school is not available on the Purdue campus. The West Lafayette School Corporation offers after-school care at both elementary schools through Wonderful Weekdays either by daily drop-off morning or after school, or through a weekly contract. Fees for daily drop-off are \$6.50 for morning and \$12 for evening, and weekly fees are \$24 for morning drop off and \$48 for evening.

### ***Lactation Support Services***

Due to the national Senate Bill 0219 (2008), Purdue has implemented lactation support services for breastfeeding mothers. Purdue's WorkLife Programs oversees the implementation of the bill. According to the bill, employers with more than 25 employees "shall make reasonable efforts to provide a room or other location other than a toilet stall, in close proximity to the work area where the employee can express the employee's breast milk in privacy." The WorkLife Programs acts as a liaison between the employee and her department/building. This policy does not allow for additional paid time for breastfeeding employees and supervisors are encouraged to be flexible.

### ***Comparison of Purdue Family Policies to Other Big Ten and Peer Universities***

Although Purdue does not rate as the top university for family policies, it does have a competitive edge to those universities that require faculty to use accrued time for paid parental leave or receive less paid weeks. With 240 hours (approximately six weeks) paid for biological mothers and 120 hours (approximately three weeks) for biological fathers or adoptive parents, Purdue's faculty members are not compelled to use other forms of paid leave with the birth or adoption of a child. This allows faculty members to maintain those other forms of leave for reasons related to care for themselves or their dependents. According to Katie Pope, the Director of the Women's Resource Office, the policy language specifying hours rather than weeks of paid leave is consistent with other Purdue policies. The wording is also used to allow faculty members to use hours non-consecutively. (See Appendix 1 for Purdue's Policy Statements.)

As seen in the tables (Appendix 2 and 3), the University of California at Berkeley, the University of Wisconsin, Northwestern University, and Michigan State University have

superior policies. The longest parental leaves are offered at Penn State (14 months) at the University of Michigan, Ohio State University, the University of Wisconsin-Madison, and UC Berkeley (12 months). UC-Berkeley offers one year unpaid leave for parents, and six weeks paid leave to biological mothers only. The University of Wisconsin offers twelve weeks pay for biological mothers, and six weeks for biological fathers and adoptive parents. Northwestern offers an academic semester or ten weeks for biological and adoptive parents. Michigan State offers the same number of paid weeks for biological mothers; fathers and adoptive parents, however, receive six weeks.

The University Wisconsin allows faculty members to take up to 16 weeks “family leave,” although accrued sick leave must be used to receive paid time off. The reason for “family leave” does not have to be specified, and a one-year tenure clock extension is allowed for the care of a sick parent. Further, the university has the Little Chicks/Chicken Soup Center for the university community, which allows children who are mildly sick to attend. However, this program is only for infants and toddlers. Additionally, faculty members are able to reduce their hours or take intermittent leave for the birth of a child, adoption, or placement of a foster child.

The tables indicate that the most generous paid leaves are at the University of Wisconsin-Madison and at Northwestern University. The least generous appear to be at the University of Illinois Urbana-Champaign and at Indiana University, with Purdue University falling between the two poles.

Purdue, however, does have onsite childcare, as discussed above. Many of the other Big Ten and peer universities do not have onsite care, although they offer assistance to faculty members in their search for childcare. Northwestern has a childcare resource office and arrangements with both the YWCA and Kindercare. The resource office works with the faculty member to find sick and backup childcare. Northwestern also allows for a reduced teaching load due to birth of a child or dependent care; and further, it does not require the faculty member to fulfill committee work when working reduced hours.

### *Summary*

Overall, Purdue falls in the middle range of family-friendly policies compared to other Big Ten universities. As suggested in the literature, faculty members may encounter two problems: access to information and concerns about repercussions and career advancement. Searching for policy information is often difficult finding Purdue’s policies online can be tedious (a similar problem at other universities) if you do not know the proper search terms. Purdue’s Women’s Resource Office is working on a website to facilitate dissemination of policy information, and this may take some time. Further, searching for information on the relevant policies requires finding the most recent revisions. At Purdue, each department is responsible for policy information dissemination, and thus faculty members often turn to their individual department for updates.

The work/family literature indicates that taking a family-related leave may be perceived by colleagues as an indication of lower commitment to the profession or department. Further, even with tenure-clock extensions, the faculty member typically does not produce scholarly work. Although this should not have an effect on promotion, the fact remains that academics report concerns about taking leave.

Tenured faculty members face not only issues of birthing, adopting, and raising children, but also of caring for aging parents. An expansion of family-friendly policies to include elder care, sick childcare, and reduced workloads or hours may make an institution more competitive in terms of faculty recruitment and retention. These issues will be explored in a future paper.

## Appendix 1 : Purdue Policy Statements an Purdue Policy Websites

[http://www.purdue.edu/POLICIES/pages/human\\_resources/iv\\_10\\_3\\_print.html](http://www.purdue.edu/POLICIES/pages/human_resources/iv_10_3_print.html)

### **Statement of Policy**

It is the policy of Purdue University to provide Paid Parental Leave to benefits-eligible employees, including graduate student employees, due to the birth of an employee's child or the placement within an employee's home of an adopted child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, in cases where an employee is eligible for FMLA leave. This policy is in effect for childbirth or adoptions occurring on or after October 1, 2008.

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### **Reason for Policy**

The purpose of the Paid Parental Leave policy is to give parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their professional obligations. This is critical because institutions are finding that a work culture that allows faculty and staff to balance the demands of the workplace with the demands of personal or family life is becoming increasingly important. As the workforce continues to change, flexibility and family-friendly workforce policies are essential. Such policies are critical for Purdue University if it is to continue the path to preeminence, achieve the goals of diversity, and maintain competitiveness in the hiring of the brightest and the best faculty and staff.

This policy describes the circumstances in which Paid Parental Leave may be taken, notice provisions, medical certification requirements, coordination with other types of leave, reinstatement issues, and other matters related to Paid Parental Leave.

### **Exclusions**

Employees who have been employed by the University for less than one continuous year (12 months) half-time or more in a benefits-eligible faculty or staff position, a graduate student employee position, or a benefits-eligible post-doc position are not eligible for Paid Parental Leave.

Surrogate mothers and sperm donors are excluded from coverage under this policy.

## Definitions

Word	Definition
Eligible Employee	An employee who has been employed by the University for at least one continuous year (12 months) half-time or more in a benefits-eligible faculty or staff position, a graduate student employee position, or a benefits-eligible post-doc position.
Family and Medical Leave Act or FMLA	The Family and Medical Leave Act of 1993, 29 U.S.C. § 2611 et. seq.
Parent	A male or female faculty or staff member, graduate student employee, or post-doc who is a birth mother; a father of the birth child; a same-sex domestic partner of the birth mother; a same-sex domestic partner of the birth father; an adoptive mother or father; a same-sex domestic partner of an adoptive mother or father.
Paid Parental Leave	A period of paid leave of absence (that does not reduce an Eligible Employee's balance of any other paid leave such as sick, vacation, or personal business days or personal holiday) for the purpose of recovery from the birth of a child; and/or, to bond with a newborn or with a newly-adopted child under the age of 18.

## Procedures

### Introduction

The following provisions summarize the University's policy on Paid Parental Leave. This policy should be consulted when questions arise regarding Paid Parental Leave.

### General Provisions

#### Principles

The University will provide Paid Parental Leave to an Eligible Employee during the first 12 months following birth or adoption.

Paid Parental Leave is a benefit of employment and its use will not be considered as a negative factor in employment actions, such as hiring, promotions, and disciplinary actions, or under attendance policies.

Departments should be flexible in managing Paid Parental Leave requests to allow faculty and staff to handle career and family responsibilities effectively and efficiently.

Workload issues should be dealt with proactively so that excessive work demands are not placed on other faculty and staff.

## Leave Provisions

Paid Parental Leave will be paid at 100 percent of an Eligible Employee's straight-time, regular pay (based on full-time equivalency) for the specified amount of time outlined in this policy.

The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of Paid Parental Leave granted for that event.

An Eligible Employee who is the birth mother may receive up to 240 hours of Paid Parental Leave for recovery from childbirth and to bond with the newborn child.

All other Eligible Employees who become Parents of a newborn or newly adopted child may receive up to 120 hours of Paid Parental Leave to bond with the child.

If both Parents are employed by Purdue University, the provisions of "Leave Provisions When Both Parents Are Eligible Employees" apply.

All Paid Parental Leave described in this Policy shall be based on 100 percent full-time equivalency and shall be available for a 12-month period following birth of a child or following placement of a newly adopted child in the Eligible Employee's home. The Paid Parental Leave will generally commence immediately following the birth or adoption of a child. However, Paid Parental Leave may occur prior to an adoption when deemed necessary to fulfill the legal requirements for an adoption.

## Leave Provisions When Both Parents Are Eligible Employees

If both Parents are Eligible Employees, the Parents may elect to combine the total of their Paid Parental Leave and allocate the total between them, provided that the maximum any Eligible Employee may receive is 240 hours. For example, if the birth mother and the other Parent so elect, they may combine their leave up to a combined maximum total of 360 hours, provided that neither Parent may utilize more than 240 hours of the total. In situations where neither Parent is the birth mother, the maximum combined total for both Eligible Employees would be 240 hours. The Parents may allocate the hours in the manner that best suits their needs, but they must give the University advance notice of the allocation they choose.

## Intermittent and Reduced Leave

Paid Parental Leave may be taken during the first 12 months following the birth or adoption and is available on a continuous, intermittent (separate blocks of time), or reduced schedule (reduces number of work hours per day or per week) basis. However, intermittent or reduced schedule Paid Parental Leave requires supervisory approval. An Eligible Employee must consult with his or her supervisor and make a reasonable effort to schedule intermittent or reduced schedule Paid Parental Leave so as not to unduly

disrupt the University's operations. Intermittent or reduced schedule leave may not be taken in increments of less than one hour.

#### Concurrent with the FMLA Leave

Paid Parental Leave will run concurrently with FMLA leave, if the Eligible Employee meets the eligibility requirements of the FMLA. The concurrent use of Paid Parental Leave and FMLA leave will decrease, in whole or in part, the amount of FMLA leave available to an Eligible Employee.

#### Notice

An Eligible Employee shall, initially, verbally notify his or her supervisor of the need for Paid Parental Leave and the timing and duration of the Paid Parental Leave. If the need for Paid Parental Leave is foreseeable, an Eligible Employee must give his or her supervisor at least 30 calendar days advance notice of the need for leave, if practicable. If the need for Paid Parental Leave is not foreseeable, an Eligible Employee or his or her representative must give notice of the need for leave to the Eligible Employee's supervisor as soon as practicable. An Eligible Employee shall follow up the verbal request for Paid Parental Leave in writing on an appropriate University leave request form. If the Eligible Employee is eligible for FMLA leave, the FMLA notice requirements will govern. If the Eligible Employee is not eligible for FMLA leave, the Eligible Employee shall request Paid Parental Leave on HRS Form 33ABSENCE, *Request for Absence from Campus*. If the Eligible Employee is requesting intermittent or reduced schedule Paid Parental Leave, the Eligible Employee's supervisor must approve the request.

#### Holidays

If an official University holiday occurs during the Eligible Employee's Paid Parental Leave, the Eligible Employee will receive holiday pay in lieu of a paid parental day, provided the Eligible Employee is in pay status the day before and the day after the official University holiday.

#### Group Health Insurance

The University will continue to pay its share of the cost of an Eligible Employee's group health insurance during a Paid Parental Leave. The Eligible Employee's share of the premium will be deducted from the Eligible Employee's pay in accordance with normal practice.

#### Medical Documentation

An Eligible Employee will be required to furnish appropriate medical documentation for the birth of a child. If the Eligible Employee is eligible for FMLA leave, the medical

certification requirements will govern. The medical documentation will be completed and signed by the individual's health care provider.

### Adoption Documentation

An Eligible Employee will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

### Return-to-Work Statement

If Paid Parental Leave is due to the birth of a child, the birth mother must obtain a return-to-work statement from her health care provider and present it to her supervisor or Human Resource Services upon returning to work. The statement must specify whether the Eligible Employee is able to work and any physical or other restrictions on the Eligible Employee's ability to work. Reinstatement may be delayed until the Eligible Employee submits the statement.

### Reinstatement

Except as provided in the following paragraph, an Eligible Employee will be reinstated to the same position he or she held when Paid Parental Leave began or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, provided the Eligible Employee can perform the essential functions of the position.

The University's obligation to restore the Eligible Employee to the same or an equivalent position ceases if and when: 1) the employment relationship would have terminated if the Eligible Employee had not taken Paid Parental Leave; 2) the Eligible Employee informs the University of his or her intent not to return to work at the expiration of the Paid Parental Leave; or 3) the Eligible Employee fails to return to work at the expiration of the Paid Parental Leave.

### Coordination of Paid Parental Leave with Other University Leaves

Paid Parental Leave may be used in conjunction with a variety of paid and unpaid leaves such as sick leave, vacation leave, personal business days (for faculty and administrative and professional), personal holiday (for clerical and service), and short-term disability. An Eligible Employee should consult with Human Resource Services or with his or her business office for assistance when planning a Paid Parental Leave.

### Family Leave Policies

[http://www.purdue.edu/business/Executive\\_Memoranda/C/c-30.html](http://www.purdue.edu/business/Executive_Memoranda/C/c-30.html)

### Sick Leaves

[http://www.purdue.edu/policies/pages/human\\_resources/c\\_46.html](http://www.purdue.edu/policies/pages/human_resources/c_46.html)

Parental Paid Policy

[http://www.purdue.edu/policies/pages/human\\_resources/iv\\_10\\_3.html](http://www.purdue.edu/policies/pages/human_resources/iv_10_3.html)

Tenure Extension

[http://www.itap.purdue.edu/web/apm/docs/Tenure%20policy\\_stoptheclock\\_.pdf](http://www.itap.purdue.edu/web/apm/docs/Tenure%20policy_stoptheclock_.pdf)

Family and Medical Leave (Unpaid Leave) Act (FMLA) Leave (brief version)

<http://www.purdue.edu/hr/Childcare/medCoverage/leaves.html>

Childcare

<http://www.purdue.edu/hr/Childcare/Welcome.html>

WorkLife Programs

<http://www.purdue.edu/hr/WorkLife/>

Childcare Packet

[http://www.purdue.edu/hr/pdf/Child\\_Care\\_packet.pdf](http://www.purdue.edu/hr/pdf/Child_Care_packet.pdf)

Eldercare Packet

<http://www.purdue.edu/hr/pdf/ElderCarePacket.pdf>



Appendix 3: Comparison of Parental Leave and Tenure Clock Extension Policies: Peer Universities

Faculty Member	Cornell University	Georgia Tech	Texas A&M	University of Arizona	UC Berkeley	UC Davis	University of Texas-Austin
<i>Length</i>							
Biological mothers	FMLA	FMLA	FMLA	FMLA	1 year	FMLA	FMLA
Biological fathers	FMLA	FMLA	FMLA	FMLA	1 year	FMLA	FMLA
Adoptive parents	FMLA	FMLA	FMLA	FMLA	1 year	FMLA	FMLA
<i>Portion Of Paid Leave</i>							
Biological mothers	Accrued time*	Accrued time	Accrued time	Accrued time	6 weeks**	Accrued time	Accrued time
Biological fathers	Accrued time	Accrued time	Accrued time	Accrued time	Accrued time	Accrued time	Accrued time
Adoptive parents	Accrued time	Accrued time	Accrued time	Accrued time	Accrued time	Accrued time	Accrued time

Tenure clock extensions were one year at each of the peer universities.

References:

Drago, Robert. 2007. *Striking a Balance: Work, Family, Life*. Boston, MA: Dollars and Sense.

Cornell University - <http://www.cornell.edu/>

Georgia Tech - <http://www.gatech.edu/>

Indiana University - <http://www.indiana.edu/>

Ohio State University- <http://www.osu.edu/index.php>

Michigan State University - <http://www.msu.edu/>

Northwestern University - <http://www.northwestern.edu/>

Penn State University - <http://www.psu.edu/>

Purdue University - <http://www.purdue.edu/>

Texas A&M - <http://www.tamu.edu/>

University of Arizona - <http://www.arizona.edu/>

University of California, Berkeley - <http://berkeley.edu/>

University of California Davis - <http://www.ucdavis.edu/index.html>

University of Illinois - <http://illinois.edu/>