

*(An excerpt from PSA MOA “Exhibit C –Other Leaves of Absence”, March 2017)*

#### ***D. Active-Service Modified-Duties Policy for Tenured and Tenure Track Faculty***

NJIT is committed to providing policies and resources to facilitate the opportunity for faculty to strike an appropriate balance between academic and family life. Often, leave policies find their origins in the illness of an employee, the desire to take a leave of absence without pay, or the Family Medical Leave Act but do not adequately address the unique circumstances of the birth or adoption of a child by tenured or tenure-track faculty. Career demands can place faculty members beginning a family, particularly women faculty, at a potential disadvantage with respect to their peers. No one should be in a position to have to choose between family and profession. Consequently, it is important to have special policies that address the birth or adoption of a child by a tenured or tenure-track faculty member as compared to leave policies that serve different purposes.

##### **1. Eligibility**

Following the event of an adoption or birth of a child by a tenured or tenure-track faculty member or their spouse, and if the primary caregiver is an NJIT tenured or tenure-track faculty member, he or she has the option of using the Active-Service Modified-Duties Policy. Under this policy, the faculty member is relieved of university service assignments and scheduled teaching (e.g., classroom) responsibilities for up to only one semester, without reduction in pay and with continuation of all rights and benefits of regular employment, as follows:

- a. If the birth or adoption takes place during Fall semester, the modified duties period can extend into the Spring Semester for a total of no more than one semester only.
- b. If the birth or adoption takes place in the Spring semester, the modified duties period can extend through that Spring semester only.
- c. If the birth or adoption takes place in the Summer before the start of Fall semester, the modified-duties period can extend through the Fall semester only.
- d. In addition, if the primary care giver is a tenure-track faculty member, the Tenure-Track Period (TTP) will be extended by one year, unless the Faculty member requests, in writing, that there be no such extension. An individual can only be on Active-Service Modified-Duties under this policy twice during his or her career at NJIT. During the Modified-Duties period, the primary care faculty member is expected to fulfill student research, advising, and other research responsibilities. The use of the Active-Service Modified-Duties Policy obligates the recipient to serve as a member of the university faculty for at least one year following the completion of the leave or to reimburse the university for all salary paid during the Active-Service Modified-Duties period.