

Wayne State University

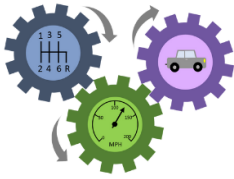
Gender Equity Advances Retention in STEM

Drives • Shifts • Accelerates

WSU Policies and Resources 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
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)	Full-time faculty accrue 44 after one year; 66 after two years; 88 after three years; 110 after four years; 132 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	<ul style="list-style-type: none"> Death of immediate family Seriously ill or injured immediate family 	<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

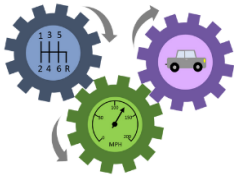


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Mandatory Sick leave	Employees with at least 12 months of continuous full-time service	Mandatory leave with pay.	This is initiated by the Administration	AAUP-AFT Contract, 2021-2024 , Article XIII.C.2
Professional Leave – Sabbatical*	Tenured faculty 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"> • Absences without pay after birth unrelated to medical necessity • 12 weeks of Short-Term Disability for birthing mothers (provided it has been accrued) to recover from child birth. • 12 weeks for new parents who have full FMLA entitlement, but unpaid. May use vacation to cover pay. STD for mothers can also be used during 12-week period. • FMLA for bonding with newborn child must be taken within 1 year of birth. • Dual WSU employed parents must share the 12 weeks of leave • Temporary, fractional-time appointment may be requested • Accrued STD paid Leave may be used prior to date of delivery for bed-rest, prenatal appointments, and medical necessity related to pregnancy and child birth 	Form available from The Office of the Provost	PDF from HR AAUP-AFT Contract, 2021-2024, Article XIII.D.1-2 https://facaffairs.medi.wayne.edu/leaves *please see related document on parental and maternity leave for more information (forthcoming)

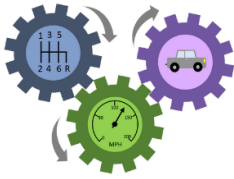


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MODIFIED DUTIES				
Modified Duties Assignment for Childbearing and Child Care Responsibilities, or Caring for a Parent with a Serious Health Condition	Significant responsibility for child (under age 6) after birth/adoption, or for caring for a parent 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
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	Reimbursement to bargaining-unit members for childcare expenses incurred in licensed daycare providers. The subsidy amount per applicant will be determined by the number of participating children and the number of months they were eligible during each subsidy period.	WSU AAUP-AFT See website for contact information and application	AAUP-AFT Contract, 2021-2024, Article XII.C.6 https://www.aupaft.org/stay-informed/child-care-subsidy
Lactation Support	Nursing mothers	Includes a list of "Mother's Rooms" throughout campus as well as miscellaneous lactation support groups and information.	Human Resources 313-577-3000	https://wellness.wayne.edu/lactation-support
Children in the Workplace	All employees	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



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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	<ul style="list-style-type: none"> • Fall 2020 schedule • Winter 2021 schedule
CHILD CARE				
Merrill Palmer Skillman Institute	Open to the public	Childcare center for children 2.5 – 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	Childcare center for children 2.5 – 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				PDF
WSU Summer & Learning Camps	Open to the public	Various short educational camps offered during the winter and summer for K-12 students Cost varies per camp	K12camps@wayne.edu	https://waynestate.inforeadyscale.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.	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
COVID-19 POLICIES				
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"> • 10 day waiting period • Paid leave (2/3 of regular pay) • Does not draw from leave banks • Can supplement with vacation hours to receive regular pay Please see website for calculations.	<ul style="list-style-type: none"> • Request through FMLASource • www.fmlasource.com • Email: FMLACenter@fmlasource.com • Phone: 877-462-3652 (Live service 7:30am - 9:30pm CST; 24-hour automated phone) • Smartphone App: FMLASourceNow 	https://hr.wayne.edu/tcw/ffcr