

**The Johns Hopkins University School of Medicine
and
The Johns Hopkins Hospital**

**Parental, Maternity and Adoption Leave Policy
for Postdoctoral Fellows
(INCLUDING RESEARCH FELLOWS AND CLINICAL FELLOWS IN NON-ACGME ACCREDITED
PROGRAMS)**

Please note: The policies below are to run concurrently with the Family Medical Leave Policy and any reference to pay or salary refers to those paid through JHU

PARENTAL LEAVE (Effective 3/1/92)

Up to one week of **PAID** leave will be granted following the birth or adoption of a child. Fellows who plan to utilize parental leave are expected to notify their program director or department director as soon as they know they will need to use parental leave to facilitate appropriate scheduling.

The period of time allocated for parental leave is in addition to allotted vacation and sick time.

MATERNITY LEAVE (Effective 7/1/91 [Revised 12/11/91])

Length of leave

Total of eight (8) weeks, typically taken two weeks prenatal and six weeks postpartum, maternity leave for uncomplicated pregnancy. *(Seven weeks will be allocated to sick leave and one week is paid parental leave.)*

Procedure for requesting leave

Early (1st trimester) written notification to Training Program Director or designee (See attached sample letter)

Procedure for alteration of leave due to an unanticipated event or complicated delivery

Complicated pregnancy or delivery will be handled through sick leave and disability policies

Sick Leave

Leave of absence for medical reasons will be granted to fellows for a maximum of 13 weeks (inclusive of maternity leave) with the approval of the Program Director and Associate Dean for Postdoctoral Programs. Leave may not exceed the termination date of the appointment. Such leave will be prorated appropriately for part-time fellows.

PARENTAL, MATERNITY AND ADOPTION LEAVE FOR POSTDOCTORAL FELLOWS**Disability**

After 90 consecutive days of illness (elimination period), postdoctoral fellows covered by the School of Medicine disability plan may apply for benefits.

Continuation of salary during maternity leave

Salary should be provided and paid by usual source of salary.

Continuation of Benefits - Health, life, disability, and dental

Benefits will be provided and paid by usual source of payment.

Reconciliation of maternity leave with leave allowance applicable to certifying board requirements.

Trainees should be aware that the amount of leave taken may affect their ability to meet the requirements of the applicable certifying board. If the maternity leave is greater than that allowed away from a training program by certifying boards, vacation time may be utilized to ensure eight weeks of maternity leave and completion of training requirements within the standard training period. The Program Director and the Associate Dean will work with the certifying boards to obtain their approval of a leave, but the certifying board's decision is the final decision.

Continuation of salary and benefits if additional months of training are necessary to complete program requirements.

If required by certifying board, an extended appointment period with salary and benefits will be granted provided trainee has not exceeded usual maternity leave and approved family medical leave and trainee has utilized all available vacation time.

Continuation of leave beyond eight weeks

If trainee wishes to extend maternity or parental leave for the full twelve weeks of family medical leave, this leave will be charged to vacation and then to leave without pay. Health benefits will be maintained under the same condition as if the trainee continued to work. If both parents are employed by the University, only the parent who is the primary caregiver will be eligible for the full twelve weeks of family and medical leave following the birth of a child.

Continuation of leave beyond twelve weeks

If trainee wishes to extend leave after family medical leave has been exhausted, a long term leave of absence may be negotiated with the program director. Leaves of absence are unpaid and benefits may be purchased through the School of Medicine Registrar's Office for up to 18 months and are the responsibility of the trainee.

PARENTAL, MATERNITY AND ADOPTION LEAVE FOR POSTDOCTORAL FELLOWS

Reinstatement in the training program is dependent upon the availability of training positions. Position, salary and benefits cannot be guaranteed for voluntary interruption in appointment. However, where feasible, program directors are encouraged to reinstate trainees in good standing in the next available training position.

Shared, part-time and other flexible options for fellowship training

Shared fellowships, part-time return to training, and other flexible options must be clearly designated and planned for by trainee and training program director.

ADOPTION LEAVE (Effective 3/1/92)

Following the adoption of a child, a parent who is the primary care giver for the child will be given a six week leave. (Five weeks are allocated to adoption leave and one week is paid parental leave.) If both parents are employed by the University, only the parent who is the primary caregiver will be given the six week leave. The other parent is eligible for one week of paid parental leave. Fellows who plan to utilize adoption leave are expected to notify their program director or department director as soon as possible to facilitate scheduling.

If a trainee wished to extend adoption leave for up to twelve weeks for family medical leave, this leave will be charged to vacation and then to leave without pay. Health benefits will be maintained under the same condition as if the trainee continued to work. If both parents are employed by the University, only the parent who is the primary caregiver will be eligible for the full twelve weeks of family and medical leave following the adoption of a child.

Office of Postdoctoral Programs
School of Medicine
June 11, 1991 Revised 12/11/91, 12/99, 10/00

Sample Letter of Notification

Addressed to Department Chairman, Training Program Director or Preceptor

Dear Dr. ____:

This is to advise you that I plan to utilize the eight (8) week maternity leave on or about _____ (date). I do _____ or do not _____ intend to use the additional four weeks as allowed under the Family Medical Leave Policy. I anticipate returning to training on or about _____ (date).

Signature of Trainee

Endorsed by: _____
Signature of Program Director/Preceptor

CC: Associate Dean-Postdoctoral Programs
119 Medical Administration Building
School of Medicine