

## **Member Adoption Parental Leave Policy**

The Institute for Advanced Study wishes to help members balance their family and scholarly responsibilities, especially those related to the adoption. The goal of the Member Adoption Parental Leave Policy (“Policy”) is to provide this important support to members, while ensuring the opportunity to enjoy the full benefit that membership at the Institute can provide.

**The Member Adoption Parental Leave Policy covers the absence period by a member for the adoption of a child during the academic year (i.e., the dates corresponding with the beginning of term I through the end of term II) that occurs during the appointment period only. In order to qualify for the Policy, a member must be appointed for a minimum of two (2) consecutive terms at the Institute.**

**Policy for Members who are appointed for a minimum of one (1) academic year, but fewer than two (2) academic years:**

- Qualified members will be able to take a paid leave of absence for a period of up to eight (8) weeks, effective on or around the time that the adoption of a child is scheduled to occur.
- During the leave period, qualified members will be able to continue all rights and privileges of full membership, including full stipends, housing, health insurance, etc.
- As early as they can, members are requested to provide to Human Resources and their School with preliminary information regarding their need for adoption leave. The formal request for leave should be submitted in writing to Human Resources and to the School as soon as the official adoption dates are available.

**Policy for Members who are appointed for two (2) or more academic years:**

- Qualified members will be able to take a paid leave of absence for a period of up to eight (8) weeks, effective on or around the time that the adoption of a child is scheduled to occur.
- Either parent of the child would be eligible for an additional paid leave of absence period of up to six (6) months, as long as she/he certifies being the primary caregiver during this period. Primary caregiving is defined as having substantial daily responsibility for childcare of at least twenty (20) hours per week from Monday through Friday, between 9 a.m. and 5 p.m.
- When applicable, this additional period will run concurrently with the eight (8) weeks of paid leave time the Institute provides in accordance with this Policy following the adoption of the child. Under no circumstances will any paid leave of absence period exceed six (6) months.
- During the leave period, qualified members will be able to continue all rights and privileges of full membership, including full stipends, housing, health insurance, etc.
- Upon returning from Leave, members who had a leave of absence period of more than eight (8) weeks will be able to extend their appointment by two (2) terms during the academic year following their originally scheduled appointment period end date.
- As early as they can, members are requested to provide to Human Resources and their School with preliminary information regarding their need for adoption leave for planning purposes, but no later than the end of February. The formal request for leave should be submitted in writing to Human Resources and to the School as soon as the official adoption dates are available.
- Members must also provide the School and Human Resources with a written letter certifying that the member will be assuming primary caregiver responsibilities as soon as possible once that fact becomes known to the member.

- The Institute policy that members with long-term appointments (i.e., longer than six terms within a six-year period or renewals of existing appointments) must be invited on the nomination of the several Schools will be waived for members whose appointments were extended by operation of this policy.