

IV.10 OTHER LEAVES

Short-term disability, long-term disability, and parental leave policies are described below. For further information about these and other leave policies, please refer to Chapter I: Linfield University Personnel Policies and Procedures (p.).

Short-Term Disability Leave

Short-Term Disability Insurance (STD) is 100% paid by Linfield with no cost to the employee. Following a thirty day (30) waiting period paid 100% of base wages by Linfield, on day 31 STD pay at 66 2/3% of the employee's base wages. Short-term disability may continue up to 24 weeks. All employerpaid benefits coverage will continue for up to 6 months during the timperiod the employee is approved for short term disability coverage.

Long-Term Disability Leave

Linfield pays 100% of the cost of Long-Term Disability Insurance (LTD) for eligible employees. The waiting period is the first 180 days of disability. Long-term disability is paid at 66 2/3% of the employee's normal salary. Eligible for employee retirement contribution paid by Principal.

Parental Leave

In cases of leave for the birth of a child (without other medical complications), adoption or placement by foster care faculty will receive the following benefits:

Parental leave provides six weeks of paid leave, or its equivalent load unit reduction of four-units. The four-unit workload reduction will normally be taken within 12 months of the birth, adoption or placement by foster care. If additional leave is requested a reduction in FTE may be considered.

A faculty member who plans to request either the six weeks of paid leave or four-unit reduction in workload must notify their supervisor at least 30 days in advance of the anticipated event. Forms for requesting the leave may be obtained from the Office of Human Resources.