FOCUS Summary of Penn Policies Related to Career-Family Balance
(From updated policies published in Almanac 2-28-06, 5/08/07, 4/21/09)

For details on these and additional policies: http://www.med.upenn.edu/focus/Policies.shtml

1. Reduction in Duties
   a. All 4 tracks may request a reduction in duties that may not exceed 6 years.
   b. Can be granted for
      i. Serious illness or injury
      ii. Care of an ill family member
      iii. Child or dependent care
      iv. Elder care
      (This is not for faculty anticipating retirement; that will be handled in a different policy.)
   c. Typically, a reduction in duties does not exceed 50% of full duties.
   d. Always accompanied by proportional reduction in salary and salary-based benefits (i.e., life insurance and retirement contributions; medical benefits remain intact.)
   e. A 50% reduction in duties for 2 years can be accompanied by a one year extension of the probationary period. OR
   f. UPDATE: Periods of reduction in duties that are less than 50% (.5) may also result in extension of the probationary period IF the portion of reduced effort multiplied by the period of years it is taken equals or exceeds 1. Some examples of reduction scenarios that would offer a 1 year extension: 25% reduction for 4 years; 33% reduction for 3 years; 40% reduction for 3 years; 40% reduction for 1 year and 30% reduction for 2 years.)
   g. Any extension of the probationary period will not take effect until the reduction in effort taken equals 1.
   h. Cannot exceed 10 (tenure) and 13 (CE) year probationary periods.

2. Extension of Probationary Period for tenure or promotion to associate professor
   a. Tenure, CE and Research faculty are eligible for a one-year extension of the probationary period when:
      i. A child is born, adopted or placed in foster care into faculty member’s household who is the primary or co-equal caregiver.
      ii. A faculty member is primary caregiver to a parent, child, spouse or domestic partner with a serious health condition.
      iii. The faculty member is unable to perform functions of position due to a serious health condition.
   b. If both spouses/partners are faculty and co-equal caregivers, both may obtain extension of the tenure probationary period.
   c. To be sure the faculty member is not penalized by the longer probationary period when evaluated by external reviewers, the letter from the Chair of the School of Medicine Committee on Appointments and Promotions soliciting the review will specifically state that the candidate’s productivity should be reviewed as if the period had been normal.
   d. Deans and Chairs are responsible for ensuring that all eligible faculty get the Notification of Extension form.
i. Must be filled out within one year of the birth, adoption, or foster care placement.
   ii. University will essentially approve this automatically.
e. Cannot exceed 10 (tenure) and 13 (CE) year probationary periods.

3. Faculty Parental Policy: Applies only to TEACHING
   a. “The arrival of a new child into a family, either at the time of birth or adoption, typically requires that one parent devote substantial time to child care duties...that cannot be delegated to another adult. …these duties often are incompatible with the time required by a full-time faculty member’s University obligations. In recognition of this…”
   b. For Standing Faculty only.
   c. If primary caregiver of newly arrived child, faculty member is entitled to a reduction in teaching duties to 50% in a given academic year, with no reduction in pay.
   d. The period without teaching duties will commence within 6 months of the birth/arrival of child.
   e. Expected to meet other departmental and university responsibilities (research, committees, advising).
   f. If both parents are faculty members, only one parent is entitled to the 50% reduction; if the parents wish to share, they may be able to prorate if permitted by the home departments.

4. Maternity Policy
   a. “A faculty member who gives birth normally is entitled to eight weeks’ paid time off, or longer if her physician certifies a longer period, under the University’s sick leave/short term disability policies.”
   b. Does not apply to adoption.

5. Adoption Assistance Policy
   a. Allows eligible faculty and staff to be reimbursed for up to $5,000 in qualified adoption expenses. Benefit available as of July 1, 2009 and can be utilized for adoptions finalized on or after January 1, 2009.
   b. Eligibility: All active full-time faculty with a benefits-eligible title, regular full-time staff, and limited service employees after completing first year of employment.
   c. Qualified Adoption Expenses for Reimbursement are “reasonable and necessary expenses that the faculty or staff member incurs”: court costs; attorney’s fees; traveling expenses, including the amount spent for lodging and meals, necessary for finalizing the adoption or picking up the child; and other expenses directly related to, and whose principal purpose is for, the legal adoption of an eligible child.
   d. Non qualifying expenses: those incurred in violation of state or federal law; those incurred in any surrogate parenting arrangement; those incurred in connection with adoption of a child of the eligible faculty or staff member’s spouse or domestic partner.
e. Definition of Eligible Child Under the Plan: “any child who has not attained age 18 or who is physically or mentally incapable of self-care and who is not the child of the employee’s spouse or domestic partner.”

f. Reimbursement requests must be submitted within six (6) months of the date of the documentation of the adoption’s finalization (foreign and domestic adoptions) or formal termination (domestic adoptions only).

g. Documentation of all expenses must be submitted at the time you submit the reimbursement request; additional expenses submitted afterwards will not be reimbursed.

h. Reimbursement Limit: Maximum of $5,000 of “qualified” expenses may be reimbursed for the adoption of an eligible child. Limit of up to two adoptions per household for the lifetime of employment with the University. If siblings are adopted simultaneously, this counts as one adoption for the household and up to $5,000 of reimbursements is allowed for each child adopted at that time. The $5,000 maximum reimbursement for one eligible child is an aggregate rather than an annual amount, even if the expenses occur over a period of years.