



**Loyola University Chicago**  
**Guidelines for Implementation of Faculty Maternity Leaves**

To achieve consistent implementation of university policy on maternity leaves for faculty members, the Provost's Office and the Human Resources Division have developed the following guidelines for deans, chairs, and directors who supervise faculty members.

1. Loyola University Chicago wishes to recognize the special contributions but also the particular challenges of the tenured, tenure-track, and non-tenure track faculty who play a central role in the University's mission of instruction and research and the special scheduling challenges faced by academic supervisors, toward that end, the University will provide one paid academic semester leave (maternity leave) to any "eligible faculty." "Eligible faculty" is defined as a full-time faculty appointment of the kinds described in the Faculty Handbook in Chapter 4, Sections A, B, C(4) or C(6).
2. "Eligible faculty" are provided one semester of paid leave to be taken during pregnancy or immediately thereafter. The faculty member is required to consult with her chairperson and/or dean as soon as possible to discuss the needs of both the faculty member and the department/school. In general, this consultation should take place no later than three months prior to the beginning of the planned leave.
3. The faculty member, chairperson, and ultimately the dean are responsible for negotiating and documenting the maternity leave schedule within this leave policy. The documentation should be sent to Faculty Administration, with a copy to Human Resources. Any portion of the maternity leave that is related to pregnancy related medical conditions will be medically certified and paid through the University benefit plans; and any time within the leave that is otherwise reserved for childcare will be paid through the school or college.
4. All Maternity Leaves will be confirmed by the Provost, who will also retain authority to grant exceptions or variations. To submit Maternity Leave request to the Provost, please complete the following form:
  - [Faculty Leave Request Form](#) (Lakeshore and Water Tower Schools/Colleges)
  - [Faculty Leave Request Form](#) (Nursing, Parkinson, and SSOM)
5. It is understood that this leave exceeds the requirements of the Family and Medical Leave Act.
6. See also: the [University Policy on Extension of Probationary Period for Tenure](#). That policy is distinct from and in addition to the Maternity Leave benefit.
7. Human Resources will process and track all paid maternity leaves.