FAMILY-FRIENDLY BENEFITS AND POLICIES

Georgia Tech
CREATING THE NEXT®
Georgia Tech has the following benefits and family-friendly policies to support families, including new and expecting parents and others providing family care, or in times of personal illness. This document, prepared by the Faculty Benefits Committee in consultation with the Office of Human Resources, the Office of Sponsored Programs, and the Vice Provost for Graduate Education and Faculty Development, is specifically directed towards academic faculty, both professional and tenure track/tenured.

Your health and welfare benefits are provided through the University System of Georgia, which includes healthcare, dental, vision, and retirement plan options for employees working 30 hours per week or more on a regular basis. All USG employees are covered by workers’ compensation, and certain employees also qualify for Social Security participation. Your USG benefits are administered through OneUSG Connect. You may elect, change, view, or request support through the OneUSG Connect – Benefits website or OneUSG Connect – Benefits Call Center.

Below is a general summary; however, each benefit has its own nuances and complexities. Thus it is incumbent on the faculty member to consult the actual policies at the links provided to understand the implications, applicability, and the exceptions.

Benefits Administered by the Office of Human Resources

1. **Short-term disability insurance (optional).** Georgia Tech offers Short-Term Disability (STD) at a cost to cover employees while they are themselves disabled. Enrollment is open at the time of hire and annually during open enrollment. Once you are rendered disabled by a medical doctor and complete a 14-day waiting period, STD insurance pays 60 percent of your salary up to a maximum of $2,500 per week up to 11 weeks. Benefits are not usually subject to income tax. Maternity will typically qualify for STD for an average period of 6 weeks. Bonding with a healthy baby, adoption, and paternity leave is not covered under disability and is not allowed as “illness.” A faculty member must remain enrolled each year. [https://b.gatech.edu/2WJ8Rcv](https://b.gatech.edu/2WJ8Rcv)

2. **Family Medical Leave Act (FMLA).** Georgia Tech complies with the provisions of the federal Family and Medical Leave Act, and School Chairs must make provisions for coverage of work when a faculty member out on FMLA. FMLA allows employees to balance their work and family life by the use of unpaid leave and sick leave (see #3 below) for certain family and medical reasons to care for themselves or immediate family members. The birth of a child is a qualifying event; however, FMLA is a complex policy. Faculty should read the policy carefully and consult Human Resources for additional information. [https://b.gatech.edu/2JPqcLu](https://b.gatech.edu/2JPqcLu)

3. **Sick Leave.** Regular, full-time (and some part-time) faculty are eligible to accrue sick leave. As it relates to FMLA and especially pregnancy and maternity leave, you may use sick leave during the elimination period prior to going on disability. However, you may not use sick leave while on disability. Accrued sick leave can generally be used for absences due to childbirth, for the period of time deemed medically necessary by a healthcare professional which is typically the six weeks immediately following childbirth for normal delivery, without any complications (maternity only). The non-birth parent/father may use sick leave during the first six weeks postpartum as well as the birth parent/mother. Accrued sick leave may not be used to make adoption arrangements or to “bond” with a healthy newborn or newly adopted or placed child. School chairs must make provisions for coverage of work when a faculty member is out on sick leave. [https://b.gatech.edu/36Dln1y](https://b.gatech.edu/36Dln1y)

4. **Shared sick leave program.** Eligible academic faculty can participate in the shared sick leave pool. To participate, you must donate at least 6 hours of sick leave during open enrollment. You can apply to receive sick leave hours from the pool once you have exhausted your own sick leave. See sick leave (#3) for more details on how sick leave can be used. [https://b.gatech.edu/34v4LHB](https://b.gatech.edu/34v4LHB)

5. **Vacation Time.** Academic faculty on a 9-month appointment do not accrue vacation time. [https://b.gatech.edu/34ztlHq](https://b.gatech.edu/34ztlHq)

6. **Insurance.** If you experience a change in your family status, such as birth, adoption, placement for adoption, or legal custody of a child, you may be eligible to make changes to your current benefit elections, such as health insurance, without waiting until open enrollment. [https://b.gatech.edu/36F0y5R](https://b.gatech.edu/36F0y5R)

7. **Employee Assistance Program.** Georgia Tech provides help at no cost to employees in addressing emotional, mental health, and work related concerns through the Faculty/Staff Assistance Program. [https://b.gatech.edu/2r96gg3](https://b.gatech.edu/2r96gg3)

8. **Summer months.** Because most academic faculty are on 9-month contracts, the availability of the above benefits during summer months (especially FMLA, sick leave, and shared sick leave) may be limited, even for faculty earning summer salary from sponsored projects. “Summer salary” should not generally be charged to a sponsored project unless the faculty member is engaged in the research. Please discuss details with the contacts on the back page.
9. **Adoption, bonding, and paternity leave.** ASMD (see #11 below) and some provisions of FMLA apply to adoption, bonding with a healthy newborn, and paternity leave. STD and sick leave do not apply.

10. **Child development.** Georgia Tech has two on-campus child development centers, the R. Kirk Landon Learning Center and the Children’s Campus at Georgia Tech. [https://b.gatech.edu/2NiVNHs](https://b.gatech.edu/2NiVNHs)

### Other Benefits

11. **Active Service Modified Duties (ASMD).** Academic faculty can apply for one semester of ASMD for a number of qualifying reasons, including childbirth, bonding, and adoption. Both men and women are eligible to apply for ASMD, and there is no limit on the number of times ASMD may be granted. With ASMD, the faculty member continues to work full time but proposes modified teaching responsibilities (typically a one-course reduction in teaching load in exchange for course development, additional service, or research responsibilities proposed by the ASMD candidate). Note that women who give birth are eligible for two semesters of ASMD, one for child birth and a second for childcare. Please note that a change in the level of effort on a sponsored projects (directly charged or cost shared) >25% of what effort was proposed to the sponsor requires prior approval. The faculty member’s department receives funds to cover the course release from the Provost’s Office. [https://b.gatech.edu/2WMBEwT](https://b.gatech.edu/2WMBEwT)

12. **Probationary Period for Tenure.** A faculty member who is on tenure track or who is not tenured may request the probationary period be suspended for one year when that faculty member can document that he/she will lose time due to an experience that would be covered by FMLA. The probationary period can be extended for one year per event, up to a maximum of two years. This policy applies equally to men and women. [https://b.gatech.edu/2CerZFF](https://b.gatech.edu/2CerZFF)

13. **Leaves of Absence.** All regular part-time or full-time classified or faculty may apply for paid and unpaid leaves of absence for a variety of reasons, including professional, personal and medical reasons. Each situation may be unique and should be coordinated with your school chair and college, following Georgia Tech and USG policies. [https://b.gatech.edu/2pNwlB9](https://b.gatech.edu/2pNwlB9)

14. **Pride Alliance.** The roots of Georgia Tech’s Pride Alliance were established in 1982. From a small support-based group to the activism and service-based organization of today, the organization has grown tremendously while its members continually push for change. Part of the Alliance, the LGBTQIA Resource Center has programs, services, and resources for all members of the Georgia Tech community, regardless of sexual orientation, gender identity, and gender expression. Transgender resources can be found at [https://b.gatech.edu/2qre2S4](https://b.gatech.edu/2qre2S4)

15. **Lactation Rooms.** Georgia Tech recognizes the importance of breastfeeding for mothers, children, families, and the community at large; and acknowledges the need to support employees and students in order to sustain the breastfeeding relationship when they return to work or study. The Institute has taken measures to ensure faculty, staff, and students have access to designated space conducive for nursing, breastfeeding, or expressing milk. [https://b.gatech.edu/2qoKEvR](https://b.gatech.edu/2qoKEvR)
Contact for More Information:

- Your School chair or unit head.
- The human resources coordinator for your School or College.
- Athena Jones, Senior Leave Management Specialist, Office of Human Resources
  athena.jones@ohr.gatech.edu
- Office of the Vice Provost for Graduate Education & Faculty Development
  http://www.provost.gatech.edu/reporting-units/vice-provost-graduate-education-faculty-development
- The ADVANCE professor in your college http://www.advance.gatech.edu

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<th>ASMD</th>
<th>Sick leave, STD, FMLA</th>
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<td>School Chair</td>
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<td>HR Coordinator (School or College Level)</td>
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<td>HR (Athena Jones, leave specialist)</td>
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<td>ADVANCE Professor in College</td>
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Prepared by the Faculty Benefits Committee in conjunction with the Georgia Tech Office of Human Resources and the Office of Faculty Affairs.