

# Taking a Leave

At times, you may need some time off to take care of yourself, help someone in your family, recover from childbirth, or deal with a newly adopted or newly placed foster child.



There are many kinds of leaves – [Family and Medical Leave](#), unpaid leave or paid leave that's covered by short-term or long-term disability insurance. In some circumstances, you can [stop your tenure clock](#) or get a [break from teaching](#).

Faculty may continue to get paid by taking accrued sick days, using optional short-term disability insurance, or qualifying for the long-term disability insurance the university provides. You should know that your health and dental insurance benefits will continue at the employee rate while on [Family and Medical Leave](#).

Some particulars:

1. You can use accrued sick days to keep income flowing if you qualify for a leave under the Family and Medical Leave Act; twelve weeks of Family and Medical Leave may be granted during the year.
2. Short term disability insurance can provide income when you are disabled whether you're on a Family and Medical Leave or your accrued sick time has been depleted.
3. Disability leave is not claimed between June 1 and August 31 for those with an academic year appointment.
4. Faculty members may use up to a total of thirty (30) days accrued disability leave each fiscal year for absences resulting from the need of the unit member to provide care for newborn or newly adopted infants, for the adoption of a child, and/or the care of children, spouse or parent. Upon timely notice to the appropriate administrator, a unit member may be granted approval to use additional disability leave when required by the family situation.

Because the interaction of paid leave, accrued leave, and university leave policies is complicated, it's a good idea to discuss your situation with Human Resources.

When you are exploring leave or planning to take leave, contact Cathy DeGrasse, Associate Director of Human Resources, to work out the details. She can review the options with you to develop a plan that meets your need. Call Cathy at 581-1584, or send an e-mail to [degrasse@maine.edu](mailto:degrasse@maine.edu). And remember that no one can discriminate against you for taking leave, whether it is full time or intermittent.

If you have restrictions when returning to work from a medical leave or moving from full-time to part-time leave, contact the Office of Equal Opportunity at (207) 581-1226, before you return to work to ensure a smooth transition. EO staff can help by arranging for accommodations, such as parking, technology needs, work hours and assignments, and teaching aids, to ensure your return is successful.



**The University of Maine Orono is an EEO/AA employer, and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, 101 North Stevens Hall, University of Maine, Orono, ME 04469-5754, 207.581.1226 (voice), TTY 711 (Maine Relay System)**