

1987

## **Maternity, Paternity, Adoption Leave 1985-1987**

Bowling Green State University. Administrative Staff Council

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### *Notes*

1. Pencil



Bowling Green State University

*To: Paul Yon*  
*Not sure of this prop*  
*implications ... needs serious*  
*evaluation before formal*  
*proposal is made by*  
*ASC*

Office of Public Relations  
Bowling Green, Ohio  
43403  
(419) 249-3100  
Cable: BGUS

March 4, 1985

*Joe Martini*  
*3/6/85*

*Education Committee*

To: Paul Yon, ASC Personnel Welfare Committee  
From: Deb McLaughlin, Public Relations DWA-1  
Re: Maternity/Paternity/Adoption Leave

It has been suggested to me that the University policy on family formation be amended to extend additional paid leave to new parents. The amendment suggests that an appropriate period of time be granted as an initial leave period and that this period be a paid benefit. The remainder of the leave could then be taken as sick leave, vacation time or leave without pay, as determined by the employee and his or her supervisor. The rationale for this proposal is that the increasing number of women in the work force calls for a response to the needs of individuals expanding their families while trying to maintain the careers of both parents. Further, since becoming a new parent is neither a period of sickness or vacation, a paid leave should be granted to mothers and fathers alike to aid in the adjustment in family life inherent in family expansion. Should your committed have questions about this proposal, please contact me. Thank you for your consideration of this proposal.

*cc: Susan Caldwell*  
*Joe Martini*

# Classified Staff Handbook

## MATERNITY LEAVE

Prior to a maternity leave request the employee and supervisor should discuss the length of the leave required, and the amount of sick leave, vacation, or leave without pay that will be applied to the Maternity Leave Request.

A maternity leave for childbirth purposes will be allowed for up to four months following birth if the staff member so requests. No doctor's certification will be required for the four month maternity leave.

A leave for an extended period of time before birth or a leave in excess of four months after delivery will need medical certification.

A classified staff member may use any or all of her accrued, unused vacation credit during the maternity leave period before going on unpaid leave of absence.

A pregnant classified staff member may request an unpaid leave of absence for that period of her expected absence that will not be covered by vacation leave or sick leave.

## MILITARY LEAVE

Classified staff who are members of the Ohio National Guard or military reserve units are eligible for military leave with pay. Leave for active duty or field training cannot exceed 31 calendar days per calendar year. A copy of military orders or other authorization document for such duty, must be submitted to your supervisor and the Personnel Office to qualify for military leave. Such leave is in addition to regular vacation time. The maximum hours for which payment under this provision will be made in any calendar year is 176 hours (22 days).

Classified staff with at least 90 days of University service who are involuntarily called to extend active duty in the military service shall be granted military leave without pay for the duration of such service. Upon application within 90 days of the date of discharge from extended active duty, the individual shall be reinstated to the position held prior to military service. This reinstatement right should be recognized by anyone hired to replace an individual on military leave. If a classified staff member re-enlists or voluntarily extends the original tour of active duty, reinstatement rights are forfeited.

## MILITARY SERVICE CREDIT (Public Employees Retirement System)

If you have five (5) years of retirement credit with an Ohio retirement system (PERS or STRS), and if you have completed a tour of military service before July 1, 1973--you are entitled to "buy back" up to five (5) years of military time for retirement credit. Obviously, you can increase your monthly retirement benefits under PERS by purchasing your military service credit. (Career military retirees are exempt from this provision.)

MATERNITY/PATERNITY/ADOPTION LEAVE

Pregnancy, childbirth or adoption may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth or adoption which the administrative staff member expects will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy, childbirth, or adoption without affecting the terms or conditions of the staff member's employment.

Time needed to attend to pregnancy, childbirth, or adoption is to be arranged on mutually acceptable WRITTEN terms with the immediate supervisor. Specific details relative to the use of sick leave, leave without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. ADMINISTRATIVE STAFF MEMBERS SHOULD CONTACT THE OFFICE OF ADMINISTRATIVE PERSONNEL SERVICES AS EARLY AS POSSIBLE PRIOR TO A LEAVE TO REVIEW BENEFITS.

~~Sick leave is authorized for that period of time the staff member is physically unable to work as determined by her physician. Administrative staff members should contact the Office of Administrative Staff Personnel Services as early as possible prior to a maternity leave to review benefits and procedures. Written documentation about the leave is required.~~

When a leave of absence without pay is approved, the supervisor should inform the President or Vice President of the area to initiate removal of the staff member from the payroll for the designated period of time. This notification should be in writing with a copy to the Office of Administrative Staff Personnel Services. No less than 10 days prior to the start of the leave of absence, the supervisor should notify the staff member in writing that the leave has been approved.

During a leave of absence, a full-time employee may maintain insurance coverage by personally assuming the financial obligation for a maximum period of one or two years (depending upon the type of insurance desired) with possible further extension if approved. Insurance coverage is provided by the University to the end of the month in which the leave begins and is provided at the beginning of the month in which the staff member returns. Additional insurance benefits may be available for a disability leave of absence. If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.

Questions about the policy should be addressed to Administrative Staff Personnel Services.

MATERNITY/PATERNITY/ADOPTION LEAVE

Pregnancy, childbirth or adoption may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth or adoption which the administrative staff member expects will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy, childbirth, or adoption without affecting the terms or conditions of the staff member's employment.

Time needed to attend to pregnancy, childbirth or adoption is to be arranged on mutually acceptable written terms with the immediate supervisor. Specific details relative to the use of sick leave, leave without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. Administrative staff members should contact the Office of Administrative Staff Personnel Services as early as possible prior to a leave to review benefits.

MILITARY LEAVE

Administrative staff members who are members in the Ohio National Guard or active reserve component of the armed forces are eligible for military leave with pay for periods of active duty or field training not to exceed 31 days per calendar year. A written request for military leave and a copy of military orders or other authorizing document for such duty must be submitted to the supervisor, the President or the area vice president, and the office of Administrative Staff Personnel Services at least two weeks prior to the effective date to qualify for military leave. Such leave is in addition to regular vacation time. The maximum time for which payment under this provision will be made in any calendar year is 22 days.

Administrative staff members with at least 90 days of University service who are involuntarily called to extended active duty in the military service shall be granted military leave without pay for the duration of such service. Upon application to Bowling Green State University within 90 days following the date of discharge from extended active duty, the staff member shall be reinstated to the former position or to a similar position. This reinstatement right should be explained to anyone hired to replace an employee on military leave. A staff member on military leave who re-enlists, or voluntarily extends the original tour of active duty, forfeits the reinstatement right.

Questions about military leave should be addressed to the Office of Administrative Staff Personnel Services.

RELIGIOUS SERVICES

An administrative staff employee may be granted a two-hour release time period to attend a religious service which occurs during normal working hours. Arrangements for doing so must be made in advance with the immediate supervisor.

If an administrative staff member requires more than two hours for a religious service, that excess time must be taken as vacation or leave without pay must be used.

It is recognized that individuals of certain religions observe their holidays on days which have not been designated as legal holidays by state law. Arrangements relative to time off in such instances are to be mutually agreed upon by the immediate supervisor and the administrative staff member. Time off may be taken in exchange for another University recognized holiday during which all offices may not be closed (e.g., Veteran's Day). If arrangements relative to the exchange of time cannot be made, vacation time may be used. Supervisors are encouraged to be flexible in the application of this policy.

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It is felt by the Administrative Staff Council that the formation and expansion of families is crucial to the future and health of humanity and that the University must respond to the needs of staff members expanding their families while maintaining careers within the University. Since family needs are as crucial to the health of our nation as defense, the Administrative Staff Council seeks to align paid maternity/paternity/adoption benefits with military leave benefits already in effect. Since becoming a new parent is neither a period of sickness (with exception to the minimum 6-week recovery by the person actually giving birth) nor a vacation, a significant portion of the maternity/paternity/adoption leave would be a paid leave for both men and women alike to aid in the adjustment in family life inherent in family expansion.

The following maternity/paternity/adoption leave policy for administrative contract staff will become effective July 1, 1987:



2. Staff members are eligible for maternity/paternity/adoption leave with pay. Leave for maternity/paternity/adoption with pay cannot exceed ~~22 working~~ <sup>22</sup> days per ~~pregnancy or adoption~~. Such leave is in addition to regular vacation time. ~~The maximum limit for payment under these benefits is 22 working days.~~ <sup>accumulated</sup> for sick leave.

7. The minimum leave of absence for maternity leave for staff members will be ~~30~~ <sup>30</sup> days. Female staff members who give birth are eligible for ~~30~~ <sup>30</sup> days of paid sick leave per pregnancy. This is to be considered a benefit additional to the regular sick leave policy and is to be granted irrespective of length of employment at the University.

3. Maternity/paternity/adoption leave for childbirth, childcare and bonding purposes will be allowed for up to ~~30~~ <sup>30</sup> working days following delivery or adoption; an ~~additional~~ <sup>30</sup> working days leave will be considered customary and usual. No doctor's certification will be required for the ~~30~~ <sup>30</sup> working days leave. The amount of leave taken will be up to the staff member, not his or her supervisor.

4. Prior to the maternity/paternity/adoption request, the staff member and supervisor ~~should~~ <sup>will</sup> discuss the length of the leave requested with pay as well as the amount that may be covered under vacation benefits and amount to be taken without pay. The maternity/paternity/adoption time the staff member intends to take for leave ~~should~~ <sup>will</sup> be determined, if possible (unless the pregnancy becomes something other than normal or an adoption is arranged without much lead time), before the leave is started. Such intentions ~~should~~ <sup>will</sup> be in writing and the agreement signed by both the staff member and the supervisor. Changes to the original agreement ~~should~~ <sup>will</sup> be mutually agreeable.

5. <sup>Medical</sup> A leave for an ~~extended~~ period of time before birth ~~and~~ or a leave in excess of ~~30~~ <sup>30</sup> working days after delivery or adoption will need medical certification. This is ~~considered~~ <sup>will</sup> for use only in ~~un~~ unusual situations.

7. A staff member may use any or all of his or her accrued ~~vacation~~ vacation credit during the maternity/paternity/adoption leave before going on ~~vacation~~ leave of absence. <sup>without pay</sup>

<sup>the</sup> A voluntary leave prior to birth or adoption ~~is~~ will be closed to accrued vacation time or may be arranged as leave of absence without pay.



8. A staff member may request an unpaid leave of absence for that period of his/her expected absence that will not be covered by <sup>accrued</sup> vacation ~~benefits~~ <sup>time</sup>, <sup>22 days Mat Leave, and the 30 day return leave.</sup>
9. The University will cover insurance benefits during maternity/paternity/adoption leaves up to ~~the maximum~~ <sup>30 working days</sup> duration. (It should be noted that in most cases, this will not be an additional benefit since insurance is already covered when on sick/vacation status for any portion of the calendar month in which the staff member is on paid status.)
9. In case of adoption, either parent may function under the maternity leave policy for the initial six week leave, generally reserved for the woman giving birth. Since this situation is unusual and special, the University provides for special needs.
10. In any case, should both parents be University employees, both are eligible for maternity/paternity/adoption leave benefits.
11. Paternity leave is considered identical to maternity leave with exception of the ~~30 working days~~ <sup>30 working days</sup> minimum leave, which is ordinarily considered a minimum for physical recovery. Therefore, the paternity leave may be used by the father, for a period of four months, with a paid leave of 22 working days per calendar year, making it equivalent to military leave. The maternity leave has the six week paid leave for physical recovery in addition to the 22 working days of paid leave.

*Tusan Garrow  
1/13/87*

The Director of Administrative Staff Personnel Services should conduct orientation sessions for newly hired administrative staff members four times a year. The purpose of such sessions would be to inform staff members of their benefit package.

3.8 Sick Leave Policy: Unclassified Administrative and Instructional Staff

- I. Sick leave is the authorized absence of an employee from regular duties because of illness, injury, pregnancy, exposure to contagious disease, family health situations requiring attendance of the employee, health care appointments, death in the immediate family. Leave for the non-medical care of a newborn child must be requested and will be approved without pay for up to six months, during which time the University will continue to provide applicable benefits.
- II. Each full-time unclassified administrative or instructional staff member who works nine or more months per year earns fifteen days of sick leave per contract year. Staff members who work less than nine months earn sick leave at the rate of 1-1/4 days per month. Staff members who work less than full-time earn sick leave on a pro-rata basis. Unused sick leave entitlement is cumulative without limit.
- III. A staff member is expected to report an absence promptly when normal duties cannot be performed and sick leave is being used. A consecutive period of sick leave use includes all days an individual is normally expected to work, whether or not the individual has scheduled responsibilities.
  - A. When a member of the unclassified administrative or instructional staff uses sick leave, the department/office supervisor or chair is responsible for maintaining records and reporting this information to the appropriate personnel unit by the following July 1. The campus director is responsible for keeping appropriate records and making the annual report for persons working at the Luxembourg, Hamilton or Middletown campuses.
  - B. If a member of the instructional staff makes arrangements acceptable to the department chair or other supervisor for a colleague (without additional expenses to Miami University) to perform the staff member's duties during an absence, this absence will not be charged against the individual's accumulated sick leave; in no case, however, will such an arrangement exceed one month or the remainder of the then current semester, whichever is greater.
- IV. The University may require appropriate evidence for the use of sick leave.
- V. In the event a staff member exhausts his accumulated sick leave because of an extended illness, the staff member may be retained on the payroll for an additional period of time if recommended by the department/office/supervisor or chair, and approved by the appropriate vice president and President. Consideration of such requests shall include years of service, extent of illness, and/or other extenuating circumstances.

3.8 Sick Leave Policy: Unclassified Administrative and Instructional Staff (continued)

- VI. An administrative or instructional staff member with ten or more years of Ohio public service, shall upon retirement\* from active service be paid in cash for one-fourth of the value of earned but unused sick leave credit to a maximum of thirty (30) days. Such payment shall be based upon the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee.
  
- VII. If an employee transfers to or from another agency of the State of Ohio, unused accumulated sick leave entitlement shall transfer to the new unit. The unit of origin must furnish the receiving unit with written evidence of the employee's entitlement to sick leave. The previously accumulated sick leave of an employee who has been separated from Ohio public service shall be placed to that employee's credit upon re-employment in the Ohio public service, provided that such re-employment takes place within ten years of the date on which the employee was last terminated from public service.
  
- VIII. The vice presidents shall be responsible for implementing this policy and for authorizing modifications for unusual circumstances. The appropriate personnel units shall be responsible for the establishment of accrued sick leave balances for employees and for the maintenance of sick leave records.

[See also: Section 3.6325 of The Miami University Policy and Information Manual.  
 Chapter VI, A2g University Affirmative Action Plan]

\* In order to be eligible for the sick leave pay-off, the employee must, at the time of separation, be eligible for retirement benefits as determined by the applicable retirement system.

Met with Deb Heineman and Deb McLaughlin concerning what would be needed and appropriate for maternity benefits. Their suggestions are as follows:

Susan Caldwell in her capacity as director of Administrative Staff Personnel Services should conduct orientation sessions for newly hired administrative staff members four times a year. The purpose of such sessions would be to inform staff members on their benefit package.

The administrative staff maternity benefits should parallel those of the classified staff at Bowling Green State University with the addition of a six week minimum leave for maternity and a four month leave being customary and usual. They also suggested that the University cover insurance benefits during such maternity leaves (In most cases, the insurance is already covered since the employee is using sick leave and vacation - it's a case in which the University can look like they are being nice but, in fact, it costs very little.) Whether or not the full four months are taken should be up to the employee, not her supervisor.

We did not know what to do with the paternity area -- whether both parents should be allowed to take maternity/paternity leave. Adoption should read the same as maternity.

Within the four month "usual and customary" leave, no physician verification should be needed. That should be reserved for the exceptions to the normal pregnancy, childbirth (either natural or C-section) and to the normal, healthy baby(ies) in which the woman needs addition time past the four month leave.

The time that a woman intends to take for maternity leave should be decided, unless the pregnancy becomes something other than normal, before the leave is started. Such intentions should be in writing and the agreement signed by the employee and supervisor.



Bowling Green State University

Office of On Campus Housing  
Bowling Green, Ohio 43403-0151  
(419) 372-2011  
Cable: BGSUOH

January 21, 1987

MEMORANDUM

TO: PWC Members  
FROM: Rich Hughes  
RE: Maternity, paternity, adoption leave draft

Attached is a second modification to the draft of the MPA leave policy we reviewed at our January 13th meeting. The addition of items #4, #6 and #14 are the only changes. Please review this current draft and bring comments and suggestions to our next meeting.

It is felt by the Administrative Staff Council that the formation and expansion of families is crucial to the future and health of humanity and that the University must respond to the needs of staff members expanding their families while maintaining careers within the University. Since family needs are as crucial to the health of our nation as defense, the Administrative Staff Council seeks to align paid maternity/paternity/adoption benefits with military leave benefits currently in effect. Since becoming a new parent is neither a period of sickness (with exception to the minimum 30 working day recovery period by the person actually giving birth) nor a vacation, a significant portion of the maternity/paternity/adoption leave would be a paid leave for both men and women alike to aid in the adjustment in family life inherent in family expansion.

The following maternity/paternity/adoption leave policy for administrative contract staff will become effective July 1, 1987:

1. The minimum leave of absence for maternity leave for staff members will be 30 working days. Female staff members who give birth are eligible for 30 working days of paid sick leave per pregnancy. This is to be considered a benefit additional to the regular sick leave policy and is to be granted irrespective of length of employment at the University.
2. Staff members are also eligible for maternity/paternity/adoption leave with pay. Leave for maternity/paternity/adoption with pay cannot exceed 22 working days per pregnancy or adoption. Such leave is in addition to accrued vacation credit or accumulated sick leave.
3. Maternity/paternity/adoption leave for childbirth, childcare and/or bonding purposes will be allowed for up to 80 working days following delivery or adoption; an 80 working day leave will be considered customary and usual. No doctor's certification will be required for the 60 working day leave. The amount of leave taken will be up to the staff member, not his or her supervisor.
4. Staff members taking maternity/paternity/adoption leave are guaranteed their positions and job title upon return.
5. Prior to the maternity/paternity/adoption request, the staff member and supervisor will discuss the length of the leave requested with pay as well as the amount that may be covered under vacation benefits and amount to be taken as a leave of absence without pay. The maternity/paternity/adoption time the staff member intends to take for leave will be determined, if possible (unless the pregnancy becomes something other than normal or an adoption is arranged without much lead time), before the leave is started. Such intentions will be in writing and the agreement signed by both the staff member and the supervisor. Changes to the original agreement will be mutually agreeable.
6. It is assumed most staff will take 80 working days for maternity/paternity/adoption leave. Should additional time become necessary, mutually agreeable special arrangements may be made between the staff member and his/her supervisor.

7. A medical leave for a period of time before birth or a leave in excess of 90 working days after delivery or adoption will need medical certification. This is for use only in unusual situations.
8. A voluntary leave prior to birth or adoption will be charged to accrued vacation credit or may be arranged as leave of absence without pay.
9. A staff member may use any or all of his or her accrued vacation credit during the maternity/paternity/adoption leave before going on a leave of absence without pay.
10. A staff member may request a leave of absence without pay for that period of his/her expected absence that will not be covered by accrued vacation credit, the 30 working day maternity leave and the 22 working day maternity/paternity/adoption leave.
11. The University will cover insurance benefits during maternity/paternity/adoption leaves up to 90 working days duration. (It should be noted that in most cases, this will not be an additional benefit since insurance is already covered when on sick/vacation status for any portion of the calendar month in which the staff member is on paid status.)
12. In any case, should both parents be University employees, both are eligible for maternity/paternity/adoption leave benefits.
13. Paternity leave is considered identical to maternity leave with exception of the 30 working day minimum leave, which is ordinarily considered a minimum for physical recovery. Therefore, the paternity leave may be used by the father, for a period of 90 working days, with a paid leave of 22 working days per calendar year, making it equivalent to military leave. The maternity leave includes the 30 working day paid leave for physical recovery in addition to the 22 working days of paid leave.
14. Should a staff member decide not to return to the University following maternity/paternity/adoption leave, the staff member must notify his/her supervisor, in writing, no later than 30 calendar days preceding his/her scheduled return to work. Additionally, a staff member who fails to return to Bowling Green State University following maternity/paternity/adoption leave must repay the University for any maternity/paternity/adoption leave taken. Exceptions may be made by the area Vice President.

Final Draft  
March 5, 1987

**MATERNITY LEAVE**

1. In accordance with Federal and State law female staff members who give birth are eligible for 4 months of maternity leave per pregnancy. This will be considered customary and usual.
2. The 4 month maternity leave need not be taken as consecutive days, but may not extend beyond the 12 month period following delivery.
3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this 4 month period. A female staff member may use any or all of her accrued vacation credit and/or accrued sick leave during her maternity leave before going on a leave of absence without pay.
4. The University will continue all fringe benefits during the 4 month maternity leave period.
5. A medical leave for a period of time before birth or a leave in excess of 4 months after delivery will need medical certification. Under these circumstances the University will continue all fringe benefits for a period not to exceed 6 months from the date of delivery.
6. Female staff members taking maternity leave are guaranteed their positions and job title upon return.
7. A female staff member will notify, in writing, her supervisor and the office of Administrative Staff Personnel Services, prior to the start of her maternity leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.
8. In any case, should both parents be University employees, both are eligible for maternity leave or paternity leave benefits.
9. Should a female staff member decide not to return to the University following maternity leave, the female staff member must notify her supervisor, in writing, no later than 30 calendar days preceding her scheduled return to work.



Final Draft  
March 5, 1987

PATERNITY LEAVE

1. Male staff members are eligible for 3 months of paternity leave per pregnancy. This will be considered customary and usual.
2. The 3 month paternity leave need not be taken as consecutive days, but may not extend beyond the 12 month period following delivery.
3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this 3 month period. A male staff member may use any or all of his accrued sick leave or accrued vacation credit during his paternity leave before going on a leave of absence without pay.
4. The University will continue all fringe benefits during the 3 month paternity leave period.
5. Male staff members taking paternity leave are guaranteed their positions and job title upon return.
6. A male staff member will notify, in writing, his supervisor and the office of Administrative Staff Personnel Services, prior to the start of his paternity leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.
7. In any case, should both parents be University employees, both are eligible for maternity leave or paternity leave benefits.
8. Should a male staff member decide not to return to the University following paternity leave, the male staff member must notify his supervisor, in writing, no later than 30 calendar days preceding his scheduled return to work.

ADOPTION LEAVE

1. Staff members are eligible for 3 months of adoption leave per adoption. This will be considered customary and usual.
2. The 3 month adoption leave need not be taken as consecutive days, but may not extend beyond the 12 month period following adoption.
3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this 3 month period. A staff member may use any or all of his/her accrued sick leave or vacation credit during his/her adoption leave before going on a leave of absence without pay.
4. The University will continue all fringe benefits during the 3 month adoption leave period.
5. Staff members taking adoption leave are guaranteed their positions and job title upon return.
6. A staff member will notify, in writing, his/her supervisor and the office of Administrative Staff Personnel Services, prior to the start of his/her adoption leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.
7. In any case, should both parents be University employees, both are eligible for adoption leave benefits.
8. Should a staff member decide not to return to the University following adoption leave, the staff member must notify his/her supervisor, in writing, no later than 30 calendar days preceding his/her scheduled return to work.