TO: Dr. Norman Roussell  
Vice President, Administration

FROM: Susan Gilbert Locascio  
Director, Personnel Services

DATE: April 15, 1993

SUBJECT: MATERNITY LEAVE

As you know, the Fringe Benefit Committee has recommended for several years the implementation of a maternity leave policy for faculty and staff. Women employees of Loyola University and their respective departments or divisions need to have a clear, equitable statement of maternity leave policy from the University. In past years a variety of leave times and levels of compensation have been negotiated on a case-by-case basis for faculty, while staff have had to rely on their accumulated vacation and/or sick leave. This situation is inequitable and inconvenient not only for the women who are directly affected, but also for their co-workers and colleagues who are expected to "take up the slack." If a clear, uniform policy were in place, supervisors and others could plan more comfortably for the time when a woman will be away from her job. In addition, faculty women would not be put in the awkward position of bargaining with their Chairperson, Dean, and Vice-President in order to accommodate family and career.

The recommended policy is as follows:

Eight weeks of maternity leave with full pay for faculty or staff for either the birth or adoption of a child and an option for faculty of 16 weeks at half pay.

We estimate the replacement cost for women on maternity leave to be approximately $38,500. Several of our recent benefit enhancements will result in social security savings to the University. I estimate a minimum savings of $40,000 from the pre-tax insurance premiums. Implementation of this benefit will not require additions to the fringe benefit budget because the $38,500 will be covered by FICA savings.

I am requesting that the maternity leave proposal be approved effective August 1, 1993 and that the University FICA savings be used to fund this benefit.