



School of Arts and Sciences

Faculty of Arts and Sciences

A Quick Summary of Medical Leave Policies

For further information and help navigating these processes, contact the Assistant Dean for Faculty Affairs (Sarah.Wasserman@Dartmouth.edu).

MEDICAL LEAVE

Full-time faculty are eligible for up to 12 weeks of paid medical leave (referred to as FMLA), which results in one or two terms of medical leave depending on the dates approved by Lincoln Financial Group (Dartmouth's third-party administrator).

Medical leave covers employees who are unable to work because of illness or injury they themselves are facing. For more information, see HR's [FMLA page](#).

Faculty must apply for medical leave directly through Lincoln Financial Group. Applications can be made over the phone at 800-213-1531 or online at Mylincolnportal.com. The company code for online applications is "Dartmouth."

The application requires the submission of a form by a clinician/medical provider. That form can be submitted directly to Lincoln Financial Group from the provider. Directions on this are contained within the application.

Once the faculty member receives notification that their medical leave has been approved by Lincoln Financial, they should then submit a [schedule adjustment request](#) reflecting the medical leave. This request will be reviewed by the department chair, the Assistant Dean for Faculty Affairs, with final approval granted by the associate dean. **Do not share personal medical details in the request portal: the approval by Lincoln Financial is communicated confidentially to the Assistant Dean for Faculty Affairs.**

One term of medical leave grants one course release (even when it is taken during a free or sabbatical term); if a faculty member has already taught their full course load in the year they receive an approved medical leave, they will be owed a course. If they received medical leave for a term when they were scheduled to teach two courses, they will owe one course.

When an approved medical leave occurs during a sabbatical term, the sabbatical credits are returned to the faculty member, and one course release (as described above) is granted. Depending on the circumstances, the faculty member can request to move the sabbatical term to

a different term in the same academic year as the medical leave. Medical leave does not combine with sabbatical in regards to courses off.

If the medical leave is for a planned absence (such as a scheduled surgery), faculty should provide at least 30 days' prior written notice of the proposed leave to their department chair. Where advance notice is not possible, such as a leave due to a medical emergency, the employee should notify their chair as soon as possible. Medical leave is sometimes "retrospective," approved after the term has begun (or in rare cases, even concluded) due to the timing constraints that medical issues cause. In all cases, faculty need approval from Lincoln Financial and must complete a [schedule adjustment request](#)