

**University of California, Riverside**  
**Academic Personnel Procedures**  
**Work/Life Balance Initiative**  
*(revised September, 2015)*

1. The Department Chair should ensure that all faculty members in his/her department are aware of these benefits.
2. The process is initiated by the faculty member. In cases involving Family and Medical Leave (FML) ([APM 715](#)) the department is required by campus policy to provide FML [notification](#) to an employee who requires a leave that may qualify as FML.
3. A faculty member bearing a child and requiring medical leave from the University during a service quarter will request a leave of absence with pay from the University for the entire quarter, by completing the following forms:
  - [Family Medical Leave of Absence Request Form](#)
  - [UPAY 573 \(Academic Leave Form\)](#)
  - [Family Medical Leave Medical Certificate](#)
  - [Family Accommodations Reporting/Certification Form/Request for Teaching Replacement](#)

All forms may be obtained from the department/unit administrative manager and department staff can assist faculty in completing the forms. Forms can also be accessed [on-line](#) via the [Academic Personnel Office](#) website. *Note:* Federal Law requires the completion of Family and Medical Leave paperwork. [Guidelines](#) for processing Family and Medical Leaves for academic employees are located on the [Academic Personnel Office](#) website.

4. A faculty member requesting parental leave\* for childrearing responsibilities, including adoption, will complete the following form:
  - [Family Medical Leave \(FML\) Leave of Absence Request Form](#)
  - [UPAY 573 \(Academic Leave Form\)](#)
  - [Family Medical Leave Declaration of Relationship](#)
  - [Family Accommodations Reporting/Certification Form/Request for Teaching Replacement](#)
5. The faculty member requesting childbearing leave and/or parental leave returns all completed and signed forms to the Department Chair.
6. The Department Chair reviews the submitted form(s), signs the form(s), and routes the request to the appropriate Dean.
7. The Dean reviews the form(s), signs the form(s), and routes the request to the Vice Provost for Academic Personnel (VPAP) via the Academic Personnel Office (APO).
8. The Vice Provost for Academic Personnel will approve the Childbearing Leave or Parental Leave, providing the documentation supports the request, and will notify the faculty member in writing, copying the appropriate Dean and Department Chair.

**Policy References:** [APM 760](#), [APM 715](#)

*\*Runs concurrently with FML and subject to FML eligibility requirements and maximum limitations.*