

FAMILY ACCOMMODATIONS REPORTING/CERTIFICATION FORM

To be used for **CHILDBEARING** or **PARENTAL LEAVE**, **ACTIVE SERVICE-MODIFIED DUTIES (ASMD)**, **STOP THE CLOCK (STC)**
 Refer to [Delegation of Authority Chart](#) for final approval authority.

NAME:	TITLE/STEP:	DATE OF QUALIFYING BIRTH/ADOPTION:
DEPARTMENT(S)/UNIT(S):	COLLEGE(S)/SCHOOL(S):	DATE OF REQUEST:

Leave of Absence

Complete a leave of absence request ([UPAY 573](#)). Leave of Absence Form (UPAY 573) attached.

Choose one:

Childbearing Leave: An academic appointee who is a birth mother is eligible for 1 quarter of childbearing leave and two (2) quarters of Active Service Modified Duties (ASMD) ([APM 760-28](#)). If the child is born during the summer or an off-duty quarter, then the appointee is eligible for three (3) quarters of ASMD.

Non-Childbearing/Parental Leave: Non-birth mothers are eligible for either one (1) quarter of childrearing leave or ASMD. If appointee is eligible for Family Medical Leave (FML), the leave will run concurrently with FML. Parental Leave with pay may be granted subject to maximum entitlements and limitations.

a. Quarter Requested for full teaching release and leave due to birth/adoption:	<input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> Sp <input type="checkbox"/> Su Year:
b. Quarter requested for ASMD due to birth/adoption:	<input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> Sp <input type="checkbox"/> Su Year:
c. The quarter for return to full duty is:	<input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> Sp <input type="checkbox"/> Su Year:

Applicant Signature

Date

Extension of Tenure Clock: Stop the Clock (STC) for the Care of Child or Children ([APM 760-30](#))

An academic appointee may stop the clock during the probationary period to care for any child who is, or becomes part of a faculty member's family. The clock may be stopped for up to one year for each event of birth or placement; provided that all time off the clock totals no more than two years in the probationary period. While this request will defer a tenure review by one year but it will not delay the timing of a merit or reappointment review.

Choose one:

- I have been informed of my eligibility for a Stop the Clock ([APM 760-30](#)). I **do not** wish to request for time off the clock.
- I **request Extension of my Tenure Clock** as a result of the birth or adoption of my child. I certify that I am responsible for 50 percent or more of the care of a child ([APM 760-30](#)). I understand that this certification must be made by me within two years of the birth or adoption of the child, and may not be made after July 1 of the year in which my tenure review is scheduled. I will expect to receive from the Academic Personnel Office a new schedule of my review dates.

Check to request a deferral of the 5th year appraisal review

- I request a deferral of the 5th year appraisal by one year to correspond with the stopping of the clock in accordance with campus policies. I will expect to receive from the Academic Personnel Office a new schedule of my review dates.

Applicant Signature

Date

Active Service-Modified Duties (ASMD) ([APM 760-28](#))

ASMD is not a leave. ASMD is a period during which normal duties are reduced so that an academic appointee may prepare for and/or care for a newborn child or a child under age five newly placed for adoption or foster care. ASMD must be completed within one (1) year of the birth or adoption. If the appointee gives birth during the summer or an off-duty term, she is eligible for three (3) quarters of ASMD.

- I certify that I have 50% or more responsibility for the care of my newly born or adopted child.

Applicant Signature

Date

For Health Sciences Compensation Plan Faculty Members, refer to [APM 760-28-c](#) for related provisions.

Course Release

Please indicate all courses assigned during the academic year for which the teaching release (below) is requested:

Academic Year	Quarter	Courses taught or schedule to be taught (Title & Course #)

Please indicate those courses assigned to the academic appointee for which teaching release is requested:

Course #	Course Title	Quarter/Year	Faculty Replacement	Estimated Cost
			Total Estimated Cost:	

Based on prior years' teaching load, the appointee's department will receive appropriate teaching replacement funds (see Funding on page 4).

Approvals

DEPARTMENT CHAIR (or equivalent)

Signature

Date

DEAN (or equivalent)

Signature

Date

VICE PROVOST FOR ACADEMIC PERSONNEL (VPAP)

Signature

Date

Instructions for Completion Of Family Accommodations Reporting/Certification Form

The form is to be used for Childbearing or Parental Leave, Active Service Modified Duties (ASMD) or Stop the Clock (STC).

The form is to be prepared by the appointee in coordination with the department and submitted prior to the start of the leave. Contact the Department Academic Personnel staff for any questions or assistance. For Senate Faculty, requests are approved by the Vice Provost for Academic Personnel (VPAP) and routed to the Academic Personnel Office (APO) through the Dean's office. For all others, consult the [Delegation of Authority](#) chart on the [APO website](#).

Any leave requests must be accompanied by [UPAY 573](#). Any leave requests that are designated as Family and Medical Leave (FML) ([APM 715](#)) must be accompanied by the appropriate FML forms.

Childbearing Leave ([APM 760](#))

- Provide the requested quarter(s) of the leave. Provide the actual dates on the accompanying [UPAY 573](#) form.
- Policy provides one (1) quarter childbearing leave and two (2) quarters of ASMD for birth mothers. All others, receive one (1) 1 quarter of parental/FML leave or ASMD.
- If the appointee gives birth during the summer or an off-duty term, she is eligible for three (3) quarters of ASMDs.
- Policy states that any childbearing or parental leave will automatically be excluded from service toward the eight-year period. Appointee must elect not to exclude the leave from service toward the eight year period. If the leave is designated as FML, the leave will run concurrently with FML.
- If additional leave, beyond the 1 quarter of childbearing leave, is needed due to medical reasons, the leave may be paid under [APM 710](#) (subject to eligibility and maximum entitlements).

Parental Leave ([APM 760-27](#))

- Provide the actual dates on the accompanying [UPAY 573](#).
- If eligible and designated as FML, the leave will run concurrently with FML and parental leave with pay may be granted.

Stopping the Tenure Clock for the Care of a Child or Children ([APM 760-30](#))

- Extension of the tenure clock is limited to one year per birth or adoption, subject to a total allowable stoppage of two years ([APM 133-17-g\(3\)](#) and [APM 760-35-c](#)).
- Appointee must certify that s/he has at least 50% responsibility for care of a child who is, or becomes part of a faculty member's family.
- Requests must be made within two years of the birth or adoption and may not be made after July 1 of the year in which the tenure review is scheduled.
- An appointee is eligible to stop the clock even if the appointee does not take a formal leave or have a modification of duties.

Active Service-Modified Duties ([APM 760-28](#))

- Specify Academic Year, Quarter(s) and Courses as requested on the form.
- Policy provides one (1) quarter childbearing leave and two (2) quarters ASMD for birth mothers. All others receive one (1) quarter of parental/FML leave or ASMD.
- If the appointee gives birth during the summer or an off-duty term, she is eligible for three (3) quarters of ASMD.
- Appointee must certify that s/he has at least 50% responsibility for care of the child to be eligible for ASMD.
- **ASMD is not a leave** and will be included as service toward the eight-year limit.
- For ladder-rank faculty, the modification of duties normally will be either partial or full relief from teaching without the assignment of additional teaching duties before or after to offset the teaching relief. In the quarter or semester of a childbearing leave, there must be full relief from teaching duties. For other eligible faculty who primarily have teaching duties, the modification of duties normally will be partial teaching relief or the assignment of additional resources such as teaching assistants or readers, as appropriate. For all other eligible academic appointees, the modification of duties normally will be a reduced workload.

Funding: Per the [Budget Process Allocation Letter](#) dated June 22, funding for ladder-rank faculty who take childbearing leave, parental leave or Active Service Modified Duties (ASMD) will no longer be provided as downgrade funds and are no longer being pulled back to central resources. The open provisions and upgrade funding remaining in the schools and colleges should cover this temporary teaching responsibility. This is effective July 1, 2015.

Units should make appropriate entries in the payroll system to reflect Childbearing Leave and Parental Leave.