

VI-5
ACTIVE SERVICE- MODIFIED DUTIES
(Revised 10/24)

- A. Periods of Active Service-Modified Duties, with pay, shall be granted on request to any academic appointee who is responsible for 50 percent or more of the care of an infant for the period before and/or immediately following a birth, adoption of a child, or placement of foster care child in order that the parent can prepare and/or care for the infant or child. Active Service-Modified Duties is not a leave, but rather a reduction of duties. Eligibility for Active Service- Modified Duties will normally extend from 3 months prior to 12 months following the birth or placement. The period of Active Service-Modified Duties must be concluded within 12 months following the birth or placement. During this period normal duties shall be reduced. For represented non-senate faculty, the accommodation may involve the assignment of additional resources. Duties to be assumed during this period shall be arranged between the Department Chairperson and the appointee.
- B. For appointees who do not accrue sick leave, periods of Active Service-Modified Duties at full pay shall be granted upon request.
- C. For appointees who accrue sick leave, periods of Active Service-Modified Duties shall be granted upon request. Sick leave shall be used in proportion to the reduced work-load. If sick leave credit has been exhausted, there shall be an appropriate reduction in pay.
- D. Requests for periods of Active Service-Modified Duties are submitted online via the Leave module in AP Folio. The following must be included in the text box of the request:
 - a. A statement by the academic appointee certifying that they have 50 percent or more of the responsibility for the care of an infant or young child.
 - b. Specific detail regarding the duties to be performed and/or the duties from which will be released during the period of ASMD:
- E. An individual other than the childbearing appointee will be eligible for up to 12 weeks (fiscal year appointee) or one quarter (academic year appointee) of Active Service-Modified Duties for each birth, adoption, or foster care placement. The childbearing appointee will be eligible for up to 36 weeks (fiscal year appointee) or three quarters (academic year appointee) of Active Service-Modified Duties, or childbearing leave plus Active Service-Modified Duties.