

VI-5

ACTIVE SERVICE- MODIFIED DUTIES

(Revised 5/17)

- 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, or adoption of a child under age five, in order that the parent can prepare and/or care for the infant or young 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 must include a written statement by the academic appointee certifying that she/he has 50 percent or more of the responsibility for the care of an infant or young child. In addition, a statement describing the modified duties must be included with the request and is subject to the approval of the appropriate Dean or the Associate Vice Chancellor for Academic Personnel.
- E. An individual other than the birth mother will be eligible for up to 12 weeks (one quarter) of Active Service-Modified Duties for each birth or adoption. The birth mother will be eligible for up to two quarters of Active Service-Modified Duties, or childbearing leave plus Active Service-Modified Duties. Extension beyond the normal limits requires approval by the Associate Vice Chancellor for Academic Personnel and will be approved only in exceptional circumstances.