

## Instructions for Completion of Family Friendly Forms

The following forms are to be prepared by the appointee and the department and submitted in advance, where possible. Please refer to University of California, Irvine, local guidelines in the "Academic Personnel Procedures" (APP) [Section 3-50, Appendix III](#), and [APP 7-12](#).

### Childbearing Leave ([APM 760](#) and [APM 715](#)) and Parental Leave ([APM 760-27](#))

- Complete the "Leave of Absence" form [UCI-AP-76](#).
- For [Childbearing Leave](#) - provide the actual dates of the childbearing leave.
- For [Parental Leave](#) - specify start and end dates; for academic year appointees, these should correspond with the beginning and end of a quarter.
  - Parental leave is normally without salary. If leave is to be other than without salary, provide an explanation (if appropriate, vacation/sick leave usage).
- The aggregate duration of all leaves, plus periods of Active Service-Modified duties, may not exceed one year per single birth/adoption.
- Family and Medical Leave Act (FMLA): See the Benefits website for the [UCI Information Packet for Family and Medical Leave Act](#).
- In addition, disability information is available from Human Resources at [UC Disability Benefits](#).

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

- Complete the "Active Service - Modified Duties Request/Certification" form [UCI-AP-91](#).
- Specify the quarter(s) requested for ASMD.
  - Policy allows two quarters of combined childbearing leave plus ASMD for a birth mother who has a full-time appointment for at least one full academic year; with one quarter of combined childbearing leave plus ASMD allowed for other appointees.\*
- Appointee must certify that they have at least 50% or more of the primary responsibility for the care of the child in order to be eligible for Active Service Modified Duties.
- Describe the modified duties as agreed between the appointee and department chair, subject to the dean's review and endorsement.
- Modified duties for a ladder faculty appointee are normally relief from teaching; however, other arrangements are possible.
- During a period of Active Service-Modified Duties, the appointee is on active status.
- Active Service-Modified Duties is not a leave of absence.
- For restrictions and timing, see [APM 760-28](#).

### Funding for Teaching Release for Ladder Rank Faculty

- In order to minimize the financial impact this might place on the instructional program of the department, central funding for replacement teaching will be provided to the affected department.
- This request is initiated by the faculty member at the time the period of leave or active service-modified duties is requested, by completing the "Request for Funding for Ladder Rank Faculty Teaching Release For Birth or Adoption of Child(ren)," form [UCI-AP-93](#).
- The Department Chair provides information on the individual's teaching load and the form is forwarded through the Dean to the Office of Academic Personnel for review and approval.

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

- Campus policy addressing "Stop the Clock" for the purpose of primary Childrearing responsibility requires the individual to submit a notification of an intent to "Stop the Clock".
- **Complete** the "Childrearing Stop the Clock Certification Form" [UCI-AP-92](#). In order to automatically defer a Mid-Career Appraisal, the notification to "Stop the Clock" **must** be submitted by the end of the faculty member's third year (by June 30). If the notification to "Stop the Clock" is submitted after the Mid-Career Appraisal, the notification of intent to "Stop the Clock" **must** be made before July 1 of the academic year in which a tenure or promotion review is to occur.
- Once the notification of intent has been acknowledged, the tenure clock (or probationary period) will **automatically** be stopped.
- Stopping the clock is limited to one year per birth or adoption, subject to a total allowable option period of two years for all reasons ([APM 133-17](#) and [APM 760-30](#)).
- Candidate must certify that they have at least 50% of the primary responsibility, for the care of the newborn or newly adopted child under age five, to be eligible.
- Notification of intent to "Stop the Clock" must be made within two years of the birth or adoption of a child.

\* Does not apply to Health Sciences Compensation Plan faculty members