

Family Friendly Checklist for Academic Appointees

To ensure your childbearing/childrearing leave proceeds as smoothly as possible, please follow these steps as you review the enclosed forms

- 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 the 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.

- 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 of at least one full academic year; with one quarter of combined childbearing leave plus ASMD allowed for other appointees.*
 - During a period of Active Service-Modified Duties, you are on active status. Active Service-Modified Duties is not a leave of absence. For restrictions and timing, see APM 760-28.

- COMPLETE THE "REQUEST FOR FUNDING FOR LADDER RANK FACULTY TEACHING RELEASE FOR BIRTH OR ADOPTION OF CHILD(REN)", FORM [UCI-AP-93](#).**
 - This request is initiated by the faculty member at the time the period of leave or active service-modified duties is requested.
 - 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.

- COMPLETE THE "STOP THE CLOCK CERTIFICATION" FORM, [UCI-AP-92](#).**
 - Campus policy addressing "Stop the Clock" for the purpose of 1) Childbearing/Childrearing, 2) Serious Health Condition including Disability or Bereavement, or 3) Significant Circumstance or Event requires the individual to submit a notification of an intent to "Stop the Clock"
 - 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.

- IF YOUR INTENTION IS TO FILE FOR DISABILITY**
 - Contact [Human Resources](#) for your Disability Packet.

- ENROLL A NEW DEPENDENT**
 - If you will be out on pregnancy leave, complete the [UPAY 850](#) form to add a new dependant to your medical plan.
 - This step must be done **within 31 days** of your baby's birth or adoption and must be forwarded to the [Payroll](#) office.

- ENROLL IN DEPENDENT CARE (IF APPLICABLE)**
 - The Dependent Care Assistance Program allows you to pay for eligible dependent care on a pretax, salary reduction basis.
 - The program is established under Internal Revenue Code (IRC) 129. Contact the Benefits office for more information.

- IF YOU HAVE AN OUTSTANDING LOAN (403(B))**
 - If you have an outstanding loan and go "off pay status," you must do one of the following within 90 days of your last day "on pay status":
 - Arrange to make monthly cash payments directly to Fidelity (FITSCO) at 1-866-682-7787.
 - Make payment in advance for the period you will be "off pay status."
 - Repay the outstanding amount in full.
 - If you do not do one of the above, your outstanding loan will be reported as a distribution and will be subject to taxes and penalties.

- IF YOU ARE ON LEAVE WITHOUT PAY AND YOU ARE READY TO RETURN TO WORK**
 - If you cancelled insurance while out on leave, or allowed your insurance to lapse, **re-enroll** within 31 days of your return to work.
 - Make sure to check your first pay stub to ensure your insurance deductions are correct.
 - You may also apply to "buy-back" Retirement Service Credit equal to the length of your leave period by contacting the [Benefits](#) office.

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