

Academic Policy 1420.12
 Faculty Parental Leave and Modified Work Assignment



Application Date _____

Name	Department	College/School
Date of Qualifying Event (Birth, adoption, or placement of a foster child)		
Is the proposed use date within 12 months of the date of the qualifying event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Title/Rank	<input type="checkbox"/> Tenured <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non-tenure Track	
Hire date	Period of Appointment	
University Paid Parental Leave Eligibility		
<input type="checkbox"/> More than 2 years of service with the UA System – 6 weeks University paid parental leave <input type="checkbox"/> 1 – 2 years of service with the UA System – 4 weeks paid leave from catastrophic leave bank <input type="checkbox"/> Less than 1 year of service – not eligible for paid leave; eligible for Modified Work Assignment, short-term disability		
Are both parents employed by the University of Arkansas at the time of application?		<input type="checkbox"/> Yes § <input type="checkbox"/> No
<i>§ While eligibility for parental or catastrophic leave, and for FMLA job protection, is required to be shared between parents, both parents employed by the university are eligible to take their own sick leave or annual leave independently. Each is also eligible to request modified work assignments.</i>		
Proposed Modified Work Assignment		
Modified work assignments are limited to full-time faculty, and involve modification of teaching, service and/or research/creative responsibilities. The faculty member’s written proposal for a modified work assignment should describe the parental related circumstances giving rise to the need and propose how their work is to be modified. The proposal should also detail how their modified work assignment will benefit the unit and University. Please attach this completed form to any modified work assignment request prior to submitting to department chair/head.		
Summary		
Proposed duration of absence from regular duties for University paid parental leave		
Proposed duration of absence from regular duties from General leave benefits (i.e., sick, annual)		
Proposed duration of absence from regular duties for Unpaid leave		
Proposed duration of Modified Work Assignment		
Total duration		
Total duration of absence from regular duties under FPP 1420.12 may not exceed 12 weeks. <i>If needed, faculty members who give birth may apply for additional medical accommodation through the Office for Equal Opportunity, Compliance, and Title IX (OEOC), as per Fayetteville Policies and Procedures 203.2.</i>		

 Department Chair/Head

 Signature Date

 Dean/Associate Dean

 Signature Date

 Provost/Vice Provost

 Signature Date