

Parental Leave and Modified Duties Planning Form for Tenure-System Faculty

(Note: Aside from "modified duties", these personnel actions must be officially executed in EBS)

Name:

Rank:

Department(s):

College(s):

Situation: New child(ren) under age six in the home? Yes No

Date of child(ren)'s entry into the home:

Date of child(ren)'s birth:

Accommodation Period

- Taking Short-term disability leave? (applies to birth mother only) Yes No n/a
 - Dates of short-term disability leave?
 - Describe arrangements for the leave (e.g., course release, service suspended...)

- Taking Paid Parental leave? Yes No n/a
 - Dates of paid parental leave?
 - Is this leave being split with a partner who is an MSU faculty/academic staff member? Yes No n/a
 - Describe arrangements for the leave (e.g., course release, service suspended...)

- Taking unpaid FMLA leave to bring total leave up to 12 weeks maximum? Yes No n/a
 - Dates of unpaid FMLA leave?
 - Describe arrangements for the leave (e.g., course release, service suspended...)

- Requesting a semester of Modified Duties? Yes No Has it been approved? Yes No
 - In which semester? Fall / Spring of 20__
 - Confirm that no teaching duties are being assigned that semester: Yes No
 - What duties are being assigned in lieu of teaching?

Plan for semester following the accommodation period. This should represent a return to the normal faculty workload for the academic unit[s] in question.

- Which semester? Fall / Spring of 20__
- What courses are being taught?
- Are other duties are being assigned (as part of a typical faculty workload)?

Requesting **tenure-clock extension?** (automatic for any parent upon request) Yes No n/a

- Review year would have been: 20__ / 20__
- Extension moves review year to be: 20__ / 20__

Dated Signature of faculty member:

Dated Signature of department chair(s)/director(s):

Dated Signature(s) of dean(s):