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
  o Dates of short-term disability leave?
  o Describe arrangements for the leave (e.g., course release, service suspended...)

• Taking Paid Parental leave? Yes  No  n/a
  o Dates of paid parental leave?
  o Is this leave being split with a partner who is an MSU faculty/academic staff member? Yes  No  n/a
  o 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
  o Dates of unpaid FMLA leave?
  o 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
  o In which semester? Fall / Spring of 20__
  o Confirm that no teaching duties are being assigned that semester: Yes  No
  o 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.
  o Which semester? Fall / Spring of 20__
  o What courses are being taught?
  o 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
  o Review year would have been: 20__ / 20__
  o 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):