THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.93
		Revised:	5/10/05
SUBJECT:	Modified Duties for New Parents	**Date Issued:**	
		Review Date:	5/10/09
		Attachment(s)	0
APPLIES TO:	Professors, Associate Professors, and Assistant Professors		
ISSUED BY:	Office of the Provost and Executive Vice President for Academic Affairs		

I. Policy

The purpose of this policy is to provide eligible faculty members with a period of time in which to adjust to the demands of parenting newly born or adopted children under the age of six.

The University's Sick Leave Policy provides faculty with a paid leave plan for disability due to pregnancy, childbirth or related medical conditions. See Standard Practice Guide 201.11-1 *Sick Leave Plan (Instructional).* Eligibility for modified duties is in addition to this paid sick leave.

An eligible faculty member who meets the criteria below is entitled, upon request, to a period of modified duties without a reduction in salary:

- Gives birth to a child, or becomes a parent of a newly born or adopted child (or children in the case of a multiple birth or adoption of more than one child simultaneously) under the age of six,
- Takes significant and sustained care-giving responsibility for the child (or children) during the period for which modified duties are requested as a single parent or, where there are two parents, that is at least as time-consuming as the care-giving responsibility of the faculty member's spouse or partner, and
- Meets the regulations described in Section II of this policy.

The relevant dean (or his or her designate), in consultation with the eligible faculty member, will determine the ways in which the faculty member's duties will be modified. At a minimum the relevant school or college will make arrangements that relieve the faculty member from direct teaching responsibilities for the period of modified duties. For faculty members with significant direct clinical responsibilities or limited teaching obligations, other modifications will be provided appropriate to their circumstances. Faculty on modified duties status will typically be expected to fulfill their other professional responsibilities during the period of modified duties, including those responsibilities for which the faculty member is uniquely qualified, such as advising doctoral candidates.

A period of modified duties does not affect a faculty member's tenure probationary period. The relevant complementary policy is Standard Practice Guide 201.92 *Tenure Probationary Period: Effects on Tenure Clock of Childbearing and Dependent Care Responsibilities,* which provides guidelines about excluding time from the years of countable service that constitute the tenure probationary period due to the effects of pregnancy, childbirth, or related medical conditions or due to the demands of dependent care.

The schools, colleges, and campuses may adopt policies that provide periods of modified duties for other groups of faculty. The schools and colleges may define modified duties more broadly than the requirements set forth in this policy.

II. Regulations

A. This policy applies to eligible faculty upon employment.

B. An eligible faculty member may take one term of modified duties for each birth or adoption that adds a child or children to his or her family. If both parents are employed in an eligible position at the University, each of them may take a period of modified duties for each birth or adoption that adds a child or children to their family if both of them meet the other eligibility criteria.

C. A period of modified duties must begin within twelve months of the date of the relevant birth or adoption.

III. Other Relevant Policies

SPG 201.11-1, *Sick Leave Plan*, which describes the coverage available to women during pregnancy and childbirth;

SPG 201.92, *Tenure Probationary Period: Effects on Tenure Clock of Childbearing and Dependent Care Responsibilities*, which describes possibilities for having one year excluded from the countable years of service which constitute the tenure probationary period; and

SPG 201.30-1, *Leaves of Absence without Salary*, which describes the eligibility and duration of childcare, medical, and personal leaves.

Procedures: http://www.umich.edu/~hraa/procedures/spg201-93.htm