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**Policy References:** Academic Personnel Manual (APM) [APM 760](#) and [APM 715](#)

- For faculty who are members of HSCP, refer to the plan for leave information: [HSCP](#)
- For represented academic appointees, refer to the current Memorandum of Understanding (MOU): [bargaining contracts](#).

### **Family Accommodations for Childbearing and Childrearing**

In accordance with the University of California [Family Friendly Policies](#) for academic appointees, and building on UC Academic Personnel Manual (APM) Section [760](#) (Childbearing Leave, Parental Leave, Active Service Modified Duty) and APM Section [133-17-h](#) (Stopping the Tenure Clock for the Care of a Child or Children), the campus has instituted steps to enhance the ability of faculty and departments to best use the available options for childbearing leave, parental leave, and modified duties.

Faculty members who take leave associated with childrearing may feel that their departments are bearing an undue burden by having to replace the teaching load of the faculty of leave. To ameliorate this problem, funding has been allocated for childbearing leave and active service modified duties (ASMD) for ladder-rank faculty as follows:

#### **1. Childbearing Faculty**

A childbearing ladder-rank faculty member (birth mother) in the affected titles will automatically (unless the individual requests an exemption) be approved for childbearing leave of one (1) quarter and ASMD of two (2) quarters for a total of three (3) quarters with pay.

#### **2. Non-childbearing Faculty for Childrearing, Including Adoption**

Any ladder-rank faculty member declaring childrearing responsibilities including adoption as specified in APM 760 may be granted one (1) quarter with pay for one of the following: (1) parental leave<sup>1</sup> or (2) ASMD.

Funding for this program will be administered through the eligible academic appointee's respective college/school. (Re: [Memo](#) dated June 22, 2015 and issued by Provost and Executive Vice Chancellor D'Anieri and Vice Chancellor for Planning and Budget Anguiano regarding funding for ladder-rank faculty who take childbearing leave, parental leave or ASMD.)

Faculty should confer with their Department Chair and Dean's Office regarding childbearing and/or parental leave questions.

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<sup>1</sup> Runs concurrently with Family Medical Leave (FML) and subject to FML eligibility requirements and maximum limitations.

## How it Works

Below is a high level description of the workflow for processing family accommodation requests. For more detailed information on the steps, please contact your Department Chair or the Academic Personnel Office at [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu).

### Department Chair

#### Step 1

- The Department Chair should ensure that all faculty members in their department are aware of these benefits

### Faculty Member

#### Step 2

- The process is initiated by the faculty member. In cases involving Family and Medical Leave (FML) ([APM 715](#)) the department is required by campus policy to provide FML notification to an employee who requires a leave that may qualify as FML.
- The faculty member must complete the required forms. All forms may be obtained from the department/unit administrative manager. Department staff can assist faculty in completing the forms. Forms can also be accessed via the Academic Personnel Office [website](#). *Note: Federal and State laws require the completion of FML paperwork.*
- The faculty member requesting childbearing leave and/or parental leave returns all completed and signed forms to the Department Chair

### Department Chair

#### Step 3

- The Department Chair reviews the submitted form(s), signs the form(s), and routes the request to the Dean.

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**Dean**

**Step 4**

- The Dean reviews the form(s), signs the form(s), and routes the request to the Vice Provost for Academic Personnel (VPAP) via the Academic Personnel Office (APO).  
*Note: Check the Delegation of Authority on the Academic Personnel website. Some requests are Dean's final decision authority. If unsure, send an email to [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu).*

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**Vice Provost for Academic Personnel (VPAP)**

**Step 5**

- The VPAP will approve the Childbearing Leave or Parental Leave, providing the documentation supports the request, and will notify the faculty member in writing, copying the appropriate Dean and Department Chair.

**Additional Notes:**

1. It is the department's responsibility to track the leave schedule and to update the payroll system reflecting this leave.
2. The faculty member may also wish to consult with the Benefits Office ([benefits@ucr.edu](mailto:benefits@ucr.edu), x 2-5588) regarding continuation of benefits while on leave.