**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):**

Updated: 11‐25‐13