

CHILDBEARING/CHILDBEARING REPORTING/CERTIFICATION FORM

To be used for: CHILDBEARING LEAVE
ACTIVE SERVICE-MODIFIED DUTIES
STOPPAGE OF TENURE CLOCK
DEFERRAL OF REVIEW
PARENTAL LEAVE

Appointee: _____ Date of Birth/Adoption (projected or actual): _____

Title: _____ Department: _____

Indicate if Birth Mother _____

1. Stopping the Clock for the Care of Child or Children for the following semester(s):

_____ to _____
DATE DATE

Stopping the clock automatically reschedules the deadlines for appraisals (mid-career and final). Bear in mind, however, that under appropriate circumstances, and with the faculty member's agreement, all appraisals may be initiated in advance of the deadline.

I certify that I have 50% or more responsibility for the care of my newly born or adopted child during this period.

APPOINTEE'S
INITIALS

* **2. Childbearing Leave with pay for the period:**

_____ to _____
DATE DATE

Leave with full salary for the purpose of childbirth and recovery (APM 760-25 & 710).

If appointee is eligible for Family and Medical Leave (FMLA), notification to appointee must be in writing (APM 760-25.d).

*** Must be accompanied by a Leave Application Form (UPAY 573)**

3. Active Service-Modified Duties (ASMD) for the following semester(s):

_____ DATE DATE

This is not leave. It is a period of time when normal duties are reduced, in consultation between the appointee and the department chair (APM 760-28). For a birth mother, the first semester of ASMD should be concurrent with childbearing leave. ASMD must be completed within one year of the birth or adoption.

I certify that I have 50% or more responsibility for the care of my newly born or adopted child during this period.

APPOINTEE'S
INITIALS

Description of modified duties:

Departments will be provided \$14,000 per semester of ASMD for a full-time ladder rank faculty member or full-time faculty in the LSOE series. **

Semester(s): _____

Chartstring to which funds should be transferred: _____

**Funds will not be transferred until there is a record of the ASMD in HRMS.

4. Deferral of Review – Limited to faculty at Associate level or above.

Deferral of personnel review due to a family accommodation as defined in APM-760.

I certify that I have 50% or more responsibility for the care of my newly born or adopted child during this period.

APPOINTEE'S

INITIALS

CURRENT ACADEMIC REVIEW DATE: _____

DEFERRED ACADEMIC REVIEW DATE: _____

* **5. Parental Leave** without pay from:

_____ to _____
DATE DATE

Leave without pay for up to one year to care for a child (APM 760-27).

*** Must be accompanied by a Leave Application Form (UPAY 573)**

The tenure clock will be stopped for one year unless appointee requests otherwise.

I do not wish stoppage of my tenure clock. _____

APPOINTEE'S

INITIALS

If appointee is eligible for Family and Medical Leave (FMLA), notification to appointee must be in writing (APM 760-27b).

APPOINTEE	SIGNATURE	DATE
DEPARTMENT CHAIR	SIGNATURE	DATE
DEAN	SIGNATURE	DATE
VICE PROVOST (when exception required)	SIGNATURE	DATE

Copies of signed form to:
APO (for personnel file)
Dean's Office
Department
Budget & Planning (if replacement funds requested)
Budget Committee (if deferral of review elected)

INSTRUCTIONS FOR COMPLETION OF

CHILDBEARING/CHILDREARING REPORTING/CERTIFICATION FORM

The form is to be prepared by the appointee and the department and submitted in advance, where possible.

Childbearing Leave (APM 760-25 and 710)

- Provide the actual dates of leave.
- Family and Medical Leave (FMLA): See Benefits website <http://hrweb.berkeley.edu/policy/fmla.htm> for more information including the Family and Medical Leaves Departmental Worksheet.

Active Service-Modified Duties (APM 760-28)

- Specify semester(s) of ASMD. Policy provides two semesters for a birth mother who has a full-time appointment for at least one full academic year; one semester for other appointees.
- Appointee must certify that s/he has at least 50% responsibility for care of the child to be eligible for ASMD.
- Enter modified duties as agreed between the appointee and department, subject to decanal review and endorsement. Modified duties for a ladder faculty or LSOE appointee is normally relief from teaching; other arrangements are possible.
- Campus will provide replacement funds of \$14,000 for each semester of ASMD for full time ladder rank faculty or full-time LSOE appointee, including semester of childbearing leave.

Stopping the Clock for the Care of a Child or Children (APM 760-30)

- Specify semester(s).
- Stoppage of the tenure clock is limited to one year per birth or adoption, subject to a total allowable stoppage of two years for all reasons (APM 133-17 and 760-30).
- Appointee must certify that s/he has at least 50% responsibility for care of the newborn or newly adopted child under 5 to be eligible.
- Clock stoppage will result in automatic rescheduling of appraisal deadlines, provided that notification is made before July 1 of the academic year in which the appraisal is scheduled to occur. However, under appropriate circumstances, and with the faculty member's agreement, appraisals may be initiated in advance of the deadline.
- Reporting of clock stoppage must be made within two years of the birth or adoption.

Deferral of Review (APM 760-31)

- Limited to faculty at Associate level or above.
- Appointee must certify that s/he has at least 50% responsibility for care of the child. Deferrals of one year per birth/adoption are possible.
- Specify academic year of normal review date and academic year of deferred review date.

Parental Leave (APM 760-27)

- Specify start and end dates; for academic year appointees, these should correspond with the beginning and end of a semester.
- Leaves of up to one year per birth/adoption are possible.
- Stoppage of the tenure clock is limited to one year per birth or adoption, subject to a total allowable stoppage of two years for all reasons (APM 133-17 and 760-30).
- Family and Medical Leave (FMLA): See Benefits website <http://hrweb.berkeley.edu/policy/fmla.htm> for more information including the Family and Medical Leaves Departmental Worksheet.

HCM Entry

Units should make appropriate entries in HCM to reflect Childbearing Leave, ASMD, and Parental Leave.