### CHILDBEARING/CHILDREARING 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):

<table>
<thead>
<tr>
<th>DATE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   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:**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   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):

<table>
<thead>
<tr>
<th>DATE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   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:

DATE ___________ to 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
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](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](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.