

# Parental Accommodation Policy for Officers of Instruction

Policy Number: 02.01.19 (2010)

## Guidelines for Modified Duties Benefit

This policy is intended to provide instructional faculty with greater scheduling flexibility during the year immediately following the birth or adoption of a child. In addition to existing sick leave policy and state and federal leave laws that outline the terms and conditions under which paid leave will be granted following the birth or adoption of a child, this policy describes modified instructional duties available to one or both parents. This accommodation may be used in addition to or in place of sick leave.

### What is the definition of modified duties under this policy?

A reduction in formal teaching load of one course for one term or semester.

### What are the criteria for eligibility?

- Instructional faculty with either tenure-related or career NTTF appointments
- An appointment of .5 or greater FTE
- Birth or adoption of a child
- The modified duties benefit is available to both parents in a UO partnership if they are both eligible UO faculty

### When may the modified duties benefit be used?

The modified duties benefit may be used for up to a single term or semester within one year of the birth or adoption of a child. Because the timing of birth and adoption is not easily accommodated by academic quarters or semesters, the implementation of modified duties needs to be flexible. Department heads should consult with the appropriate dean regarding any questions or issues that arise regarding implementation.

### What are the other conditions and expectations related to modified duties?

- Faculty using the modified duties accommodation under this policy will retain full pay for the applicable term/semester.
- During the period of modified duties, the faculty member is expected to continue to conduct scholarly work, student advising, research, and other professional responsibilities, including departmental and university service as applicable to his or her position description.
- The faculty member will not be required to carry more than a normal load before or after the period of modified duties.
- The university and its colleges expect that faculty members giving birth or adopting a child will routinely use this benefit. Use of this benefit will not adversely affect the faculty member's standing or salary in any manner.

### What are the responsibilities of the department and/or college?

- The department head or other appropriate academic administrator is responsible for arranging for teaching replacements for the term or semester of modified duties.
- Funding for the coverage of classes to accommodate modified duties for new parents will be borne by the departments, in consultation with the appropriate dean.
- Schools/colleges, departments, and other relevant academic units will establish procedures for requesting and approving modified duty status under the terms of this policy and will be responsible for maintaining auditable documentation of those requests and approvals.

### Additional Resources

- Academic Affairs Family-Friendly Practices Website: <http://academicaffairs.uoregon.edu/family-friendly-practices>
- For questions, contact Academic Affairs at 346-3081.