

Active Service Modified Duties (ASMD)

Reference: [APM 760-28](#)
Delegation of Authority: See [Delegation of Authority Chart](#)
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Policy

Active service-modified duties is a period during which normal duties are reduced so that an academic appointee may prepare for and/or care for a newborn child or a child under age five newly placed for adoption or foster care.

An academic appointee shall provide notice to the department chair or unit head of the need for a period of active service-modified duties. For UCR, refer to [Family Accommodations Reporting/Certification Form](#). During a period of active service modified duties, the appointee is on active service and is expected to perform some portion of his or her normal duties. *A period of active service-modified duties is not a leave of absence.*

Eligibility and Entitlement

To be eligible for active service-modified duties, an academic appointee must be responsible for 50 percent or more of the care of a newborn child or a child under age five newly placed for adoption or foster care. The child may be the appointee's child or that of a spouse or domestic partner.

An academic appointee who is a birth mother and who has a full-time appointment for at least one full academic year (three quarters) is eligible for a total period of childbearing leave plus active service-modified duties of two quarters. If she gives birth during the summer or an off-duty term, she is eligible for a total period of active service-modified duties of two quarters.

All other academic appointees are eligible for a total period of childbearing leave or active service-modified duties of one quarter. For ladder-rank faculty at UCR, funding for this program will be administered centrally by the Executive Vice Chancellor and Provost (EVCP). For all other academic appointees, funding will be provided by the School.

At UCR, based on prior years' teaching load, appointee's department will receive appropriate teaching replacement funds, on a per course basis, for the affected quarter(s) at the rate of one-ninth of an Assistant Professor, Step III (Academic Year basis) salary (2005-2006 Salary Scale). **The following maximum amounts will be used as the rate per course: GSOE/CNAS/CHASS = \$5,978; BCOE/SOBA = \$7,856; BIOMED/SOM = \$6,922**

Modified duties must be taken within 12 months following the birth, adoption or placement of a child.

The aggregate duration of all leaves and periods of active service-modified duties may not exceed one year.

A period of active service-modified duties is not a leave of absence and is included as service toward the eight-year limit.

Responsibility and Oversight

1. Academic Appointee
 - a. Contact the AP Department Staff if there is any question regarding ASMD.
 - b. Review, complete and sign the [Family Accommodations Reporting/Certification Form](#).
 - c. Submit the form to the AP Department Staff.
2. Home Department
 - a. Advise academic regarding process and assist with questions/issues/concerns.
 - b. Verify academic's eligibility for ASMD.
 - c. Review and submit completed and signed form for Chair's approval.
 - d. Forward signed form to Dean's office for approval.

3. School Dean's Office
 - a. Provide policy and procedure guidance to departments.
 - b. Verify academic's eligibility for ASMD.
 - c. Review and submit form for Dean's approval.
 - d. Forward signed form to Vice Provost for Academic Personnel (VPAP) via Academic Personnel Office (APO) for final approval. Use Document Management System (DMS).
 - e. Upon receipt of final approval from APO, distribute the letter to the Dean, Chair, and Candidate.
4. Academic Personnel Office
 - a. Provide policy and procedure guidance to Schools.
 - b. APO College Analyst will verify academic's eligibility for ASMD.
 - c. Review and submit form and CIRS report for VPAP's final approval. (APO College Analyst)
 - d. Create ASMD approval letter and submit to VPAP for signature. (APO College Analyst)
 - e. Upon approval, forward signed form and CIRS report to Resource Planning and Budget (RPB) via email. Forward ASMD approval letter to Originator (typically Dean's AP Staff) via DMS. The Originator will distribute to the following Dean, Chair and Candidate. (APO College Analyst)
 - f. For exceptional approval, APO forward to EVCP for review and forward final decision to the Dean's office.
5. Resource Planning and Budget (RPB)
 - a. Upon receipt of approval, disburse approved funding to school.