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Policy Information

Effective Date:
December 1, 1997

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June, 2002

Reference:
Classified Staff Human Resources Policy Manual 219.0
University Handbook for Appointed Personnel 8.05

Responsible Unit:
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Scope

All Appointed Personnel and Non-probationary Regular Classified Staff employees who are regularly scheduled for at least 20 hours per week (.50 FTE) and are expected to be active for more than 6 months are eligible.

Policy

It is the University's intent to provide family-friendly policies and practices aimed at supporting employees to balance work and family life. Deans, directors, department heads, and other supervisors shall make every reasonable effort to accommodate the needs of employees, to the greatest possible extent, and in a manner consistent with the effective and efficient operation of the University.

Under this policy, eligible employees may request a period of up to sixteen (16) weeks during which the employee may receive a temporary assignment of alternative duties that will make it more feasible for the employee to remain on active employment at the University while affected by the
following circumstances:

- the birth of the employee's child and to care for such newborn child; or
- a child's placement with the employee for adoption or foster care, or
- the need to provide temporary care to the employee's spouse/domestic partner, child or parent
  who has a serious health condition.

During the period of temporary assignment of alternative duties, the FTE (full-time equivalency) will
remain unchanged and the employee will be compensated at the same rate of pay for all hours
worked. If the employee elects to temporarily reduce the number of hours worked in addition to the
assignment of alternative duties, the employee shall use paid or unpaid leave (including any
remaining Family and Medical Leave) for the absence portion.

**Note:** A supervisor may not impose this policy as a substitute for an employee's request for Family
and Medical Leave due to a qualifying reason or when medical conditions restrict an employee's
ability to work.

**Procedure**

The employee may apply for a temporary alternative duty assignment to his or her immediate
supervisor—such as a department head, director, or unit administrator ("supervisor"). The
application must include a statement signed by the employee attesting that the employee will be
responsible for at least 50 percent of the care of the newborn, adopted, or foster child. The
employee's request shall include the dates of the proposed period of alternative duty assignment, the
proposed alternative duties, and any other arrangements that would be necessary in order to
consider and implement the request. The employee shall request the period of reassigned duties as
far in advance as possible, so that the unit will be able to accommodate the ensuing shift in
responsibilities.

It is expected that the temporary alternative duties will be ones normally included in the employee's
job description; however, the range of actual duties will be altered. Examples of temporary
alternative duties may include: alternative work schedule, substitution of duties within the
classification, project-specific work, and/or transportable work.

Approval of the temporary alternative duty assignment request is subject to the discretion of the
supervisor in consultation with the unit administrator (dean, director, or department head). The
supervisor shall consider the feasibility of the request within the circumstances of the affected work
unit and whether it is in the best interests of the University. Such factors as availability and
demands, potential for flexible scheduling in the particular position, and effect of the request on the
unit's budget should be considered. The proposed dates of the temporary alternative duty
assignment and details of the alternative duties must be approved by the supervisor.

The department shall maintain a copy of the employee's written request and the supervisor's written
response.

**Related Information***

[UA Family and Medical Leave Policy](#) [2]