



**Coordinated Plan for Faculty Modified Duties, Leave and Tenure Clock Extension**

The purpose of this Coordinated Plan is to provide a comprehensive, individualized plan that organizes a tenured or tenurable faculty member’s options for temporary adjustment of responsibilities and for leave available at the time of the birth, adoption or foster care placement of a child or sickness or disability of a family member. This document is intended to assist department heads and faculty in planning options for faculty members who are seeking modified duties and/or leave options. Department heads are advised to work with UHR to establish this plan.

Possible Temporary Employment Adjustments and Leave Options:

[Sick Leave/Maternity and Parental Leave](#)

[Family and Medical Leave Act Leave](#)

[Faculty Modified Duties](#)

[Extension of Tenure Review Period](#)

All adjustments and leaves are subject to the requirements in the related university policies linked above.

Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

| <b>Signatures:</b> The following signatures reflect support for the final coordinated plan |  |             |
|--|--|-------------|
| <b>Faculty Member:</b>   |  | <b>Date</b> |
| <b>Department Head:</b>  |  | <b>Date</b> |
| <b>Dean:</b>   |  | <b>Date</b> |
| <b>University Human Resources:</b>   |  | <b>Date</b> |
| <b>Provost:</b>  |  | <b>Date</b> |

**Maternity/Parental Leave:** The university policy implements the maternity and parental leave granted to state employees under Montana law.

*Maternity Leave:* A pregnant employee may request a leave of absence for purposes of the pregnancy, any childbirth health related condition, and care of the newborn. The employee may use accrued paid leave, donated leave and unpaid leave. Pregnant employees are entitled to a “reasonable” leave of absence for maternity. “Reasonable” in the case of a normal pregnancy and delivery is deemed to be six (6) calendar weeks, and this period of leave will be granted after the birth of a child, if requested. An employee is not required to obtain medical certification for the initial six (6) calendar weeks of leave following the birth of a child. Accrued sick leave, donated sick leave and leave without pay may be used for this six-(6) week period of leave. FMLA leave will run concurrently for those employees who are eligible.

*Parental Leave:* Fathers and adopting employees are entitled to a leave of absence of fifteen (15) working days following the birth of a child or placement of an adopted child. Employees may use accrued sick leave for the initial fifteen (15) days.

Proposed Dates of Maternity/Parental Leave: \_\_\_\_\_

- Accrued or Donated Sick Leave for Maternity or Parental Leave  
(up to 6 weeks w/o medical certificate for pregnant employees)  
(up to 15 working days for other parents)
- FMLA Leave (unpaid) Proposed Dates: \_\_\_\_\_
- Other Leave Proposed Dates: \_\_\_\_\_

After the initial period of sick leave, employees may be eligible to use other university leave benefits, such as additional accrued sick leave for appropriate health related conditions, remaining unpaid FMLA leave up to twelve (12) weeks, annual leave, or leave without pay; eligibility for such additional leave is determined by each leave policy.

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**Leave for care of family member:** Employees are entitled to use [sick leave](#) and [FMLA](#) leave for the care of family members if they meet the eligibility requirements for use of such leave. Sick leave is available for the “short-term attendance to an immediate family member because of physical or mental illness, injury, disability, examination, or treatment until other care can reasonably be obtained.” FMLA leave is available to care for the employee’s spouse, son, daughter, or parent with a Serious Health Condition as defined by the FMLA. Serious Health Condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

- Accrued or Donated Sick Leave Proposed Dates: \_\_\_\_\_
- FMLA Leave (unpaid) Proposed Dates: \_\_\_\_\_
- Other Leave Proposed Dates: \_\_\_\_\_

**Family Medical Leave Act** - Family and Medical Leave Act (FMLA) provides eligible employees the right to leave for up to 12 work weeks during a continuous twelve-month time period. An employee is eligible for FMLA leave if the employee has worked for the university a minimum of twelve (12) months (which need not be consecutive or served just prior to taking leave) and has been in a pay status for at least 1,040 hours during the twelve (12)-month period immediately preceding the leave. For purposes of this Plan, FMLA Leave may be used for the following:

- a. Birth of an employee's child and to care for a newborn child within one (1) year of birth;
- b. Placement of a child for adoption or foster care with an employee and to care for the newly placed child within one (1) year of placement;
- c. To care for the employee's spouse, son, daughter, or parent with a Serious Health Condition;
- d. For an employee's own Serious Health Condition which makes the employee unable to perform the functions of their job.

Under federal law, FMLA leave is unpaid. However, an employee may, and in some cases must, take certain accrued leave to run concurrently with an employee's FMLA leave entitlement.

- Request for FMLA leave in addition to any Maternity or Paternity Leave or upon exhaustion of sick leave for Serious Health Condition up to 12 weeks

Proposed Dates: \_\_\_\_\_

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**Faculty Modified Duties (FMD)**: FMD is intended to provide some relief from duties for faculty experiencing significant life events related to birth, adoption or foster placement of a child or illness or disability of a family member. The faculty member may request a release from some duties for one semester per triggering event without a reduction in pay and without enhancement of other duties. Modifications may include a release from a portion of or all teaching duties service obligations and/or research expectations. The release may be for up to one semester and may not be more than 50% of the faculty member's normal workload.

Triggering event: \_\_\_ birth, adoption or foster placement of child \_\_\_ illness or disability of family member who requires constant care.

Current Percentage of Effort of faculty member: Teaching\_\_\_ Scholarship\_\_\_ and Service\_\_\_

### Proposed FMD Plan

| Semester/Yr                 | Faculty member will be released temporarily from teaching the following classes |
|-----------------------------|---|
| ___ Fall or ___ Spring 20__ |   |
|                             |   |
| Semester                    | Describe any modifications of scholarship responsibilities                      |
| ___ Fall or ___ Spring 20__ |   |
|                             |   |
| Semester                    | Describe any modifications to service responsibilities                          |
| ___ Fall or ___ Spring 20__ |   |
|                             |   |

**Confirm Automatic [Extension of Tenure Review Period](#):** A tenure-track faculty member will be provided an automatic extension of the tenure review (probationary) period for one academic year for childbirth, adoption or placement of a foster child or serious illness of the faculty member or family when faculty member serves as primary caretaker or legal guardian. The university may request documentation of serious illness. No combination of extensions may be granted for more than (3) years total for the faculty member.

I confirm that my probationary period will be extended for one additional academic year.  
(Complete applicable section below)

Current Date of Retention review: \_\_\_\_\_

Adjusted to: \_\_\_\_\_

Current date of Tenure review: \_\_\_\_\_

Adjust to: \_\_\_\_\_

Opt out: I do not wish to have my probationary period automatically extended

The revised retention and/or tenure date will be confirmed by the Provost's Office.