UCSF

Office of the
Vice Provost
Academic Affairs

Temporary Reduction in Percentage of Time for Senate Faculty

Family Friendly Fact Sheet

UC policy requires that all members of the academic senate must hold an appointment of full-time service to the university in their respective academic series. However, under qualifying circumstances, a UCSF senate faculty member (Ladder, In Residence, Clinical X series) may be eligible to temporarily reduce their percentage of appointment from full time to part time.

At UCSF, a temporary reduction in percentage of time (TRPT) request may be approved for up to a period of 5 years. Additional requests may be submitted if existing or new qualifying events apply. Effort may not be reduced below 51% unless medically necessary. At all times, faculty members on a TRPT will remain active participants in their Health Sciences Compensation Plan (HSCP) and will be subject to the terms of the plan. At UCSF, a request for a TRPT cannot be permanent. The faculty member must return to full-time service at the end of the agreed-upon period of temporary reduction.

ELIGIBILITY

Senate faculty members are eligible to make a request for a temporary reduction in percentage of time based on the qualifying circumstances listed below.

Appointment	Qualifying Circumstance
Senate faculty (Ladder, In Residence, Clinical X)	**Childcare** - Birth parent The faculty member is responsible for 50 percent or more of the care of the child under the age of 18 years.
	Childcare - Non-birth parent The faculty member is responsible for 50 percent or more of the care of the child under the age of 18 years.
	Care for a family member, or bereavement Faculty member's reduction is necessary related to the serious health condition or death of a close family member.[1]
	A faculty member's own serious health condition Faculty member's reduction is necessary due to their own serious health condition. Supporting medical documentation is required if the temporary reduction in percentage of time is due to a faculty member's own serious health condition. Temporary reductions, for this reason, may be granted on a fiscal year basis (or lesser duration) and will be re-evaluated each fiscal year dependent upon current medical documentation. [2]
	Other need (not related to a health condition or disability)[3]

[1] Provision also covers other persons residing in appointee's household or cases involving close personal connection or interdependence. Supporting medical documentation may be required and the leave may be concurrently designated under the Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA).
[2] The temporary reduction may also be concurrently designated under FMLA and CFRA, and/or the interactive process may be initiated.
[3] Details/justification for the request will be required and considered on a case-by-case basis.

HOW TO REQUEST A TEMPORARY REDUCTION IN PERCENTAGE OF TIME

1. Request a TRPT as soon as the need becomes apparent. The faculty member should consult with their HR leave specialist for questions on their TRPT request and/or any supporting documentation required.
2. The faculty member should complete the TRPT memorandum of understanding planning template.
3. The faculty member should then discuss the terms of the request and work-related expectations (i.e., the template referenced above) with their supervisor (e.g., ORU director, division chief) and department chair.
4. Once the terms have been agreed upon and approved, the faculty member must submit the request in ADVANCE. The request is reviewed by the department chair, dean or designee, and the vice provost for academic affairs.

This fact sheet is provided for the convenience of faculty. Among other things, it summarizes and attempts to clarify various University personnel and other related polices that may be of interest to faculty. This document is not meant to create new or to amend existing University policies, which should be consulted in their entirety for a fuller understanding of their provisions. Rev. 11/21/21

How to reach your HR leave specialist

Visit https://hr.ucsf.edu/find-rep

In the “Find Your HR Representative Search” box, enter your last name (or department name) and wait for pre-populated options to appear

Select your name and press enter

Search results will provide a list of your HR contacts, including your leave specialist

FREQUENTLY ASKED QUESTIONS

If I take a temporary reduction in percentage of time, will my benefits be affected?

Unless medically necessary, TRPT does not allow reductions below 51%. At 51% you will still be eligible for all benefits under the compensation plan as well as university health and welfare benefits; however, some benefits (e.g. vacation) may be prorated based on your percentage of effort.

If I reduce my effort will it affect my eligibility for merit/promotion?

No, it will not affect the timing of your merits/promotions; however, your scholarly accomplishments are to be kept in proportion to the percentage of time of the appointment and the same quality of performance is expected as would be for a full-time appointee. For guidance on performance expectations for part-time appointees, see APM 220 Appendix B. You may also consult with your school’s vice/associate dean of academic affairs.

I want to reduce my effort to part time to care for my child. Should I take parental leave without pay or request a temporary reduction in percentage of time?

If your request is made within one year of the birth or placement of a child for adoption or foster care, your request should be for a part time parental leave without pay because you may be eligible to substitute accrued vacation for unpaid leave to avoid a reduction in income. After one year, you may request a temporary reduction in percentage of time for family reasons under APM 760-29. Please consult your HR leave specialist to determine the appropriate type of request and required documentation.

Under what other circumstances may I qualify for a temporary reduction in percentage of time?

Other qualifying circumstances include but are not limited to care for a spouse/partner with an illness, elder care and time needed related to bereavement. While you do not need to have taken a bereavement leave to be eligible for a TRPT, your compensation plan may provide bereavement leave in addition to this benefit.

Do I have to take a formal leave of absence and/or request a modification of duties to qualify for a temporary reduction in percentage of time?

Generally, there is no requirement to take a formal leave or a modification of duties to qualify for a temporary reduction in percentage of time unless it is medically necessary. If the reduction is medically necessary, please consult with your HR leave specialist.

Policies

APM 760 Benefits and Privileges - Family Accommodations for Childbearing and Childrearing

APM 220-16-c Appointment and Promotion

APM 670 Salary Administration

APM 671 Conflict of Commitment and Outside Activities of HSCP Participants

APM 711 Reasonable Accommodation for Academic Appointees with Disabilities