

Basics

Eligibility: A faculty member must have a full time (100%) 12-month appointment and be responsible for at least 50% or more of the care of the child. The eligibility for a period of active service-modified duties shall normally extend from 3 months before to 12 months after the birth of a newborn or the placement of a child for adoption or foster care.

Required: The faculty member is required to complete an Active Service – Modified Duties (ASMD) request in ADVANCE. The terms should be discussed, outlined, and agreed upon with your supervisor (e.g., ORU director, division chief) and department chair prior to requesting it in ADVANCE.

The Active Service-Modified Duties (ASMD) planning template can be [downloaded here](#).

Your HR leave specialist is a resource on eligibility, appropriate policies and benefits.

Approvals: After the request has been submitted in ADVANCE, the request is reviewed for approval by the department chair, dean or designee, and the vice provost for academic affairs.

Getting Started in Advance

Log in to Advance, via MyAccess: Advance will be listed as an application you can select; clicking on the application name will open a new browser and take you directly into the Advance system.

Select the **ASMD** tab from the Overview tab.



Create Active Service – Modified Duties Request

- Fill out all applicable fields in the form. As part of the request, a description of your current duties and the proposed modification of those duties is required.
- The terms should be discussed and outlined with your supervisor (e.g., ORU director, division chief) and department chair, and agreed upon prior to completing in Advance. You must certify that you understand and agree to the terms and conditions.

Submit the Request

- Click the **Save as Draft** button when you want to come back later to complete the request.
- Click the **Submit Request** button when you are ready to start the approval process.
 - This will send the request to HR Shared Services, who may contact you with questions about your request.
 - Your HR contact will route the request to your department chair for review and approval. Subsequent reviews will be conducted by dean or designee, and the vice provost for academic affairs.

Questions on Policy or Process?

For more information, refer to the [Active Service – Modified Duties Fact Sheet](#).

Contact your HR leave specialist for specific questions related to your Active Service – Modified Duties request.

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