

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. 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: BEFORE submitting the Active Service – Modified Duties (ASMD) request, the candidate should meet with their chair/ORU director to review the terms of the request and scope of the faculty member’s duties during the ASMD period. Candidates are also encouraged to consult with their HR leave specialist. The HR leave specialist is a resource for eligibility, appropriate policies and benefits.

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

Getting Started

- 1) Log in to Advance via MyAccess.
- 2) Click on the For Review tab.
- 3) Select the Academic Requests sub-tab.
- 4) Click on the name of the candidate whose request you will review.
 - Only requests pending your review and/or the review of a joint chair/dean (if applicable) will appear on this page:

Candidate	Department	Type	Start Date	End Date	Approval Status
Chumet, Bethlehem Habte	Medicine	Active Service-Modified Duties	09/17/20	09/30/20	Pending Chair Review

Reviewing the Request

- During an approved period of ASMD, a faculty member is on active service and expected to perform some or all of their usual duties
- ASMD is not a leave of absence or reduction in effort, however requests for a reduction in effort may be approved under other policies for family accommodations
- When reviewing a request for ASMD, the department chair will take into consideration the teaching, research, and clinical needs of the department before deciding whether to grant the request.

Review the form:

- Does the faculty member qualify for ASMD?
- Has the faculty member clearly explained the request for modified duties in the clinical, education, research, service, and/or administrative categories?

Review the approvals (if any): has the chair approved the request?

- If you are a chair, you may be asked to review the same request more than once – if the dean or vpaa sends it back for modification before approval.

Certify: Select a certification, enter remarks, and **click the Certify button.**