

## AVPF Reduced Appointment Policy and Procedures Non-bargained for Staff

- Reduced appointments following adoption or childbirth are available to both female and male staff members. To be eligible, a staff member must have worked for the University for two or more years as a regular staff member.
- Prior to the event (giving birth or the adoption date), employees must submit to their immediate supervisor, a written request for a reduced appointment following childbirth. **See AVPF form, 'Request for Reduced Appointment Following Childbirth or Adoption'.** ***This request must be received by the Supervisor no later than 8 weeks prior to the estimated date of delivery. For Adoption: the employee should submit the request as soon as they are notified of a firm adoption date.***
- Each request will be considered on an individual basis by the requesting employee's supervisor and appropriate manager.
- The manager and supervisor will review the department's ability to function adequately with a reduced appointment for the time period requested. Approval of the reduced appointment is at the discretion of the unit, with final approval by the Executive Lead Team Director required.
- Reduced appointment options are limited to between 50% and 80% appointments.
- Upon approval of the request for reduced appointment, the employee will be instructed that the time period for such a request will be a maximum of six months from the date the employee is physically able to return to work (typically six weeks from the birth of the baby). A statement from the employee's physician indicating the date the employee is eligible to return to work is required. For male staff members, the six month time period will begin one week following childbirth. For Adoption: the six month time period will begin on the date of adoption.
- It is the University's policy that vacation and sick time accruals are reduced commensurate with reduced appointments. The supervisor will apprise the employee of this policy.
- Employees may request that they be allowed to exhaust their accrued vacation balance prior to beginning a reduced appointment. Approval of this request is at the discretion of the unit, with the final approval by the Executive Lead Team Director required. If granted, the use of vacation time is part of the six month maximum for reduced appointment following childbirth.
- Employees may request that they be allowed to reduce their appointment by supplementing time worked with their vacation accrual, thereby allowing the employee to retain full pay. Maximum duration for this request is eight weeks. Please see **AVPF form "Request for Reduced Appointment Using Vacation Accrual Following Childbirth or Adoption"** for instructions specific to this request. ***Note: this request requires approval of the immediate supervisor and manager only.***

- Employees may request a reduced appointment following the end of a childcare leave, providing that the reduced appointment meets the six month limitation. Again, approval of the reduced appointment is at the discretion of the unit, with final approval by the Executive Lead Team Director required.

***An example of this situation is as follows:***

**EXAMPLE:**

Prior to the birth of the baby, the employee submits to their supervisor a Request for Leave of Absence form 36609, for a two month childcare leave of absence to begin following the birth of the baby. This paperwork is routed through the Executive Lead Team Director for approval and forwarded to the APVF HR Office for handling.

The employee receives a form letter from the Employment Services Office advising them that their leave request is approved. University policy states that an employee must exhaust all vacation accrual before beginning a childcare leave of absence.

The employee then submits a written request utilizing the form ***“Request for Reduced Appointment Following Childbirth”*** to their immediate supervisor for a reduced appointment to begin following their return from childcare leave of absence.

The request is reviewed by the supervisor and the appropriate manager and forwarded to the Executive Lead Team Director with recommendation for approval. ***Final approval is received from the Executive Lead Team Director and a copy of the form indicating the final decision is returned to the employee within one week of the form’s submission to the Supervisor.***

The employee is physically able to return to work on March 1, six weeks following the birth of the baby, and has elected a two month childcare leave of absence. The employee has a balance of one month of vacation time accrued.

Effective March 1 through March 31, the employee uses vacation time to exhaust the accrued balance. The two month childcare leave of absence would then be effective from April 1 through May 31.

The reduced appointment begins June 1 and ends August 31, which is six (6) months from the date of March 1, the date the employee was physically able to return to work.