

UCSD HEALTH SCIENCES ACTIVE SERVICE – MODIFIED DUTIES

The purpose of this document is to establish guidelines for Active Service-Modified Duties (ASMD) for UCSD Health Sciences that complement the campus Family Accommodations Policy as detailed in the UCSD Policy and Procedure Manual (APM 760 and PPM 230-10).

As described in the PPM, Childbearing Leave will be granted for eligible academic appointees for the period of time prior to, during, and after childbirth that the appointee is temporarily disabled because of pregnancy or related medical conditions (normally 6 weeks, maximum 4 months). During this time, the appointee is relieved of all duties. In addition to Childbearing Leave, appointees may be permitted to modify their duties in order to prepare for and/or care for an eligible child. ASMD is available to appointees with substantial responsibility for the care of the appointee's, the appointee's spouse's or the appointee's domestic partner's newborn child or child under age five placed for adoption or foster care. A period of ASMD may be taken from 3 months prior to 12 months following the birth or placement of an eligible child. For a birth mother, the total combined period of ASMD and Childbearing Leave shall not exceed the equivalent of two quarters for each event of birth. For all other academic appointees, the period of ASMD shall not exceed the equivalent of one quarter. For UCSD campus appointees, ASMD includes either partial or full relief from teaching without the assignment of additional teaching duties in the previous or subsequent quarter.

In the case of Health Sciences appointees, it is recognized that some flexibility is necessary due to the variety and complexity of assigned duties that may include various types of clinical instruction and patient care as well as classroom teaching. Each School of Medicine Department has existing guidelines for Childbearing Leave that operates within the parameters of the policies delineated in the Academic Personnel Manual and the UCSD Policy and Procedure Manual. Each Department should also develop guidelines for the use of ASMD. In order to comply with policy, each Department should allow for the appropriate period of ASMD for eligible appointees. The specific accommodations to provide relief from teaching and/or clinical care duties will be determined individually for an eligible appointee through discussions with the appropriate Department Chair. Eligible appointees will be apprised of their right to request a period of ASMD.