

Temporary Reduction in Time Requests

Prior to filling out the request in ADVANCE, faculty should:

1. Review the **General Information** Section
2. **Identify qualifying circumstance/s** for requesting the reduction in time.
3. **Determine reduction start and end dates, percentage of effort**
4. **Review the terms of the Memorandum of Understanding (MOU)**
5. **Meet and discuss the above with their Division Chief and/or Department Chair;** outline the agreed upon expectations of appointee for the reduction in time period.

General Information

Per APM-220-16 an appointment is for full-time service to the University under the title in question, although there may subsequently be a temporary reduction in the percentage of time of the appointment by agreement between the appointee and the University.

Eligibility

- Under APM 760-29, Academic Senate appointees may be eligible for appointment to a part-time position or may be eligible to reduce their percentage of time of an appointment from full time to part time for a specified period of time. At UCSF, a request for part-time status is granted for up to 5 years and may be renewed upon request in order to accommodate family needs (as defined in APM-760). At UCSF this includes childbearing, childrearing, serious health condition, disability, bereavement or care for a close family member. Terms of the appointment and expectations for productivity should be thoroughly discussed at the offset.
- The faculty member does not have to take a formal leave or have a modification of duties to qualify.

Guidelines

- At UCSF, effort may not be reduced below 51% in order to maintain Health Sciences Compensation Plan (HSCP) membership.
- APM -220-16-d requires that the period of temporary reduction in percentage of time of an appointment shall be set forth in a memorandum of understanding and may be shortened or extended by written agreement between the appointee and the University.
- Members of the Health Sciences Compensation Plan who reduce the percentage of time of their appointment remain under the same terms of the Plan during the period that their appointment is reduced (APM-670, 671).
- The Chancellor has authority to approve appointments covered under the Family Accommodations for Childbearing and Childrearing. At UCSF, this authority has been delegated to the Vice Provost, Academic Affairs.
- Full-time appointees with a temporary reduction in the percentage of time of an appointment will return to full-time service at the end of the agreed-upon period of temporary reduction. Additional requests may be submitted if existing or new qualifying events apply.

Qualifying Circumstances

Note: Faculty member **does not have to take a formal leave or have a modification of duties** for the listed reasons:

Childbearing

An academic appointee who is a birth parent and is responsible for 50% or more of the care of their child under age 18.

Pregnancy Disability

Time an appointee is temporarily disabled because of pregnancy, childbirth, or related medical conditions.

Childrearing for birth or adoption

Appointee must be responsible for 50 percent or more of the care of the child. The birth or placement of one or more children at the same time constitutes a single event of birth or placement.

Own Serious Health Condition/Care for family member/Bereavement

Appointee's ability to pursue his or her duties is significantly disrupted by a serious health condition or disability, by the need to care for a close family member who is seriously ill, or by the death of a close family member. This provision also covers other persons residing in the faculty member's household or cases involving close personal connection or interdependence. Supporting documentation must be provided to Disability Management and additional processes (such as the reasonable accommodation process) may be required.

Memorandum of Understanding

Memorandum of Understanding (MOU) between Appointee and University of California San Francisco (University) for Temporary Reduction in Percentage of Paid Effort

The terms below specify the expectations for workload, productivity, reviews and any other applicable conditions of the appointment.

1. Appointee will continue to be a University of California employee and a member of the Health Sciences Compensation Plan (HSCP) during the time period for the temporary reduction in percentage of paid effort. Appointee will remain subject to all UC policies, including, but not limited to, Academic Personnel Manual, conflict of commitment and outside professional activities of HSCP (APM 671), the UC Patent Policy and the UC Copyright Policy. (APM 670-19) Other Outside Income That May be Retained by Plan Members states that patient care activities must be provided within the University setting, or as part of an approved affiliation agreement or professional service agreement. All clinical income is due to the Plan. In no case will Plan participants be allowed to retain income from patient care activities.
2. Appointee's research, teaching assignments, clinical service (if appropriate), and university and professional service are to be kept in proportion to the percentage of time of the appointment, but the same quality of performance is expected as for a full-time appointee.

Please describe how the expectations of this position will be adjusted in order to reflect a reduced percentage of effort. Each of the relevant domains (teaching, research, clinical service, university service) should be addressed.

Examples: the appointee may expected to reduce the number of days/week in the laboratory and/or the number of clinics/week and/or rotate off as a member of a particular department/school/campus committee.

Teaching**Research****Clinical Service****University Service**

3. Appointee will be eligible for academic personnel reviews at normative time for the appropriate rank and step, and must be reviewed at intervals no longer than five years. Advancement of a part-time appointee shall depend on quality of performance at a level of distinction comparable to that expected of a full-time appointee (APM 220 Appendix B).
4. Appointee will accrue sabbatical/professional development leave credit in accordance with APM 740-11a and local campus policies.
5. Appointee's salary will be determined in proportion to their reduced time as requested above. Appointee's salary will be adjusted by any applicable academic range adjustments granted by The Regents of the University of California during the life of this agreement.
6. Appointee understands and agrees that the University will remain their primary professional commitment. All current and new University policies will apply for the duration of their appointment.
7. If appointee holds a tenure track appointment, they will retain their tenure status for the duration of this MOU; however, failure to return to full-time university service may affect the appointee's retention of a tenured faculty appointment.
8. Appointee is responsible for consulting with the UC San Francisco Benefits Office to ascertain their rights and responsibilities regarding benefits, service credit, retirement information, and any other related issues that may be affected by their reduction in % appointment.