

## Family Friendly Fact Sheet

### Health Sciences Compensation Plan (HSCP) Faculty

Active service-modified duties is a period during which a faculty member's normal duties are modified so that they may prepare for and/or care for their newborn child or a child under the age of 18 newly placed for adoption or foster care. ASMD is a request that requires approval by the department chair/ORU director, dean or designee, and vice provost of academic affairs.

At UCSF, ASMD are not requests for reductions in effort, they are only a modification of duties. However, requests for reduction in effort may be approved under other policies for family accommodations including parental leave without pay.

During an approved period of ASMD, a faculty member is on active service and expected to perform their usual duties with modifications as specified in the approved request. For example, departments may accommodate ASMD requests by adjusting clinical schedules, teaching, conference attendance and/or faculty meeting attendance hours. When reviewing the faculty member's request, the department chair will take into consideration the teaching, research, and clinical needs of the department before deciding whether to grant the request for ASMD.

#### ELIGIBILITY

To be eligible, a faculty member must have a full time (100%) 12-month appointment and be responsible for 50 percent 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.

Appointment	Duration	Pay Status during ASMD
HSCP faculty with a 100% 12-month appointment	<b>Birth parent</b> Paid childbearing leave + ASMD = combined total cannot exceed 39 weeks e.g. 12 weeks paid childbearing leave + 27 weeks ASMD = 39 weeks	Continue to receive x + y
	<b>Non-birth parent</b> Paid childrearing leave + ASMD = combined total cannot exceed 13 weeks e.g. 12 weeks paid childrearing leave + 1 week ASMD = 13 weeks	Continue to receive x + y

#### OTHER RELATED FAMILY-FRIENDLY POLICIES TO CONSIDER

- [Stop the Clock for Senate Faculty](#)
- [Temporary Reduction in Percentage of Time for Senate Faculty](#)
- [Parental Leave without Pay](#)

## HOW TO REQUEST ASMD

The faculty member must confer with their supervisor, as appropriate, and department chair prior to the anticipated start date in order to reach agreement on the nature and scope of the faculty member's duties during the ASMD period. If the ASMD terms are mutually agreed upon, the faculty member should submit an ASMD request form to their HR leave specialist. The faculty member's HR leave specialist is a resource for policies, benefits and related questions. The request is subject to approval by the department chair/ORU director, dean and the vice provost of academic affairs.

**Detailed instructions and the ASMD request form can be found [online](#).**

## FREQUENTLY ASKED QUESTIONS

### **Is Active Service-Modified Duties (ASMD) a leave of absence?**

No. During a period of ASMD, you will be expected to perform some or all your normal duties. A period of ASMD is not a leave of absence or a reduction in effort.

### **What if I need to modify my duties for medical reasons?**

This is not considered an ASMD request; please contact your HR leave specialist to discuss your medical accommodation.

### **I have been at UCSF for less than a year. Am I eligible for ASMD?**

Yes. As long as your current full-time appointment is for one year or longer you are eligible to request ASMD.

### **Will I need to make up the duties that I have modified during ASMD?**

No. However, if you are receiving administrative pay and/or clinical incentive payments, these may be impacted. Please check with your department.

### **What if I need to reduce my overall effort?**

If you need to reduce your appointment effort you will need to request a part-time reduction to accommodate family needs or request a parental leave without pay (APM 760-29). Please contact your HR leave specialist to evaluate your request.

### **While on ASMD, will my benefits be fully covered?**

Yes. Your benefits will not be impacted during ASMD as this is not a leave or a reduction in effort.

### **Will my pay be affected while on ASMD?**

Your pay doesn't change during a modification of duties. It may however impact your clinical incentives and any pay that you may be receiving for an administrative role.

### **Who do I contact for questions on the policy and benefits before I speak with my supervisor, chief and/or chair?**

Please consult with your HR leave specialist.

## **How to reach your HR leave specialist**

Visit <https://hr.ucsf.edu/hr.php?function=hrrep>

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 HR leave specialist

## **Policies**

[APM 760](#) (Benefits and Privileges- Family Accommodations for Childbearing & Childrearing)