



**2. Leave with modification of duties:**

*A request for leave with modified duties must be made within three months after arrival of the child. Your department chair should be notified as soon as possible of your intent to request modified duties.*

I am not requesting a leave with modification of duties but am requesting a tenure-clock extension (see below).

I request a leave with modification of duties for the \_\_\_\_\_ semester of \_\_\_\_\_.

**For 12 month faculty:**

I request leave with modification of duties from \_\_\_\_\_ to \_\_\_\_\_.

**I understand that under Policy 6-315 I will receive only 95% of my base salary for the leave semester (unless my department/college provides an additional supplement). I will inform the payroll administrator how the reduction should be spread across the year. I also understand that this leave carries an obligation to return to university service for at least one semester.**

**3. Extension of period for pre- or post-tenure review.**

I request a one-year extension of my review period.

I will make a decision regarding whether to request a one-year extension of my probationary period within six months of the arrival of my child.

**4. Applicant's signature:**

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*Applicant's signature*

*Application date*

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*Email*

*Telephone contact*

*Applicant instructions:* Submit signed *original* to  Department Chair and/or  Academic Dean

**5. Departmental signature(s), department/college supplement of salary**

*Please sign the form (and if a semester of leave has been requested, also check the appropriate box regarding salary reduction/contribution and have your payroll administrator sign the form) and send original signatures to the office of the vice president. A copy of the fully completed form will be sent to you and the dean.*

Percentage of Salary During Semester of Leave with Modified Duties (*if applicable*):

For the semester of leave with modified duties the applicant will receive only 95% of her/his salary, as provided under Policy 6-315 (i.e., there will be a 5% reduction of salary for that semester).

The department/college will supplement the applicant's salary by contributing an additional \_\_\_\_\_%, making the total salary for the leave semester \_\_\_\_\_% of normal.

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*Chair's name*

*Signature*

*Date*

For questions, please contact:

Amy Wildermuth, Academic Affairs, 801.581.8763, [amy.wildermuth@utah.edu](mailto:amy.wildermuth@utah.edu)

Trina Rich, Office for Faculty, Academic Affairs 801.581.6690, [trina.rich@utah.edu](mailto:trina.rich@utah.edu)

**Instructions for payroll administrator:** *If the applicant is taking a semester of leave, note carefully whether the applicant's salary for that leave semester will be reduced to 95% (as per Policy 6-315), or will be supplemented to a higher percentage by the department/college. If there is a reduction, the applicant should inform you how the reduction should be allocated across semesters. Because faculty members are usually paid on a 9/12 contract, please plan ahead when you know faculty members will be on parental leave, and process their pay as a 12 month annual or a 9 month annual if they have research funding for the summer, rather than a 9/12 contract. If you have any questions, please call Sandy Hughes @ 581-6455.*

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*Payroll reporter/AA's signature*

*Date*

**6. Vice President's Authorization for transfer of funds to department (for semester of leave)**

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*Senior Vice President or Designee*

*Date*

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