



**FAMILY CHILD CARE LEAVE REQUEST FORM  
UT-AAUP TENURED, TENURE-TRACK, LECTURERS, AND COLLEGE OF LAW  
BARGAINING UNITS**

Pursuant to Article 14 of the UT-AAUP Lecturers or Article 15 of the Tenured, Tenure-Track and College of Law Collective Bargaining Agreement, I, \_\_\_\_\_, hereby request Family Child Care Leave for the \_\_\_\_\_ semester/term of Academic Year 20\_\_\_\_ to 20\_\_\_\_. My Leave will begin on \_\_\_\_\_, 20\_\_\_\_ and end on \_\_\_\_\_, 20\_\_\_\_.

**ELIGIBILITY**

Members of the UT-AAUP Bargaining Units, who experience the birth of a child or adoption of a pre-school aged child, are eligible for paid Family Child Care Leave. This benefit is available to a Member beginning with the first day of appointment. If both spouses are Members of the Bargaining Unit, only one of the spouses is eligible for Family Child Care Leave. No more than two (2) paid Family Child Care Leaves may be granted to a Member (or collectively to both spouses or domestic partners<sup>1</sup> if both are employed by the University) during employment.

Family Child Care Leaves run concurrently with a Member's twelve (12) weeks of FMLA Leave. A Member must submit an application for FMLA leave at [www.FMLASource.com](http://www.FMLASource.com) when submitting an application for Family Child Care Leave.

**LEAVE**

Paid Family Child Care Leave is available to an eligible Member for a period of up to one academic semester upon the birth or adoption of a child. During such leave, the Member will receive full salary and benefits.

For 9-month faculty, leave may be taken in either Fall or Spring semester. For 12-month faculty, leave may be taken during Fall or Spring semester or during the Summer term.

**PROCEDURE**

Upon confirmation of pregnancy or adoption, a Member who intends to request Family Child Care Leave must provide written notification of the pregnancy or intention to adopt and a Family Child Care Leave request form to their Department Chair. The notice must include a certificate from the treating physician or adoption agency identifying the expected time of childbirth or adoption as soon as is reasonably practical to provide appropriate time for all parties to plan for the expected leave. Any requested change in the date of return by the Member must be communicated to their Department Chair in writing at least thirty (30) days prior to such date.

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<sup>1</sup> For UT-AAUP-COL Members, please note that domestic partners are ineligible for Family Child Care Leave purposes.

The University retains the right to seek written confirmation of the faculty member's return date. Faculty members have an ongoing obligation to keep the University informed, in writing via their Department Chair, of any changes in their expected return date.

### **RETURN FROM LEAVE**

For each semester a Member uses Family Child Care Leave, the Member must return to full-time service at the University for one academic year thereafter or reimburse the University for the salary they received while on paid Family Child Care Leave.

Faculty members shall notify the University at least 30 days in advance of the end of their Family Child Care Leave if they wish to request extended leave beyond the Family Child Care Leave. If such extended leave is desired, the request will be evaluated under the Leaves article the applicable Collective Bargaining Agreement, and the Member must use their accrued sick leave if the request for leave is approved.

Following the birth of a child, that child's Member parent who has exhausted paid sick leave will be entitled to leave without pay for the remainder of the then current academic term for the purposes of childcare.

### **IMPACT ON PROBATIONARY PERIOD FOR TENURE-TRACK MEMBERS ONLY**

An untenured, tenure-track Member who takes paid Family Medical Leave before being reviewed for tenure<sup>2</sup> can request in writing that their probationary period be extended, which will effectively stop their "tenure clock" and grant the Member an additional semester that will be added to their probationary period. The maximum time allotted for extension of the probationary period will be a total of two (2) semesters (i.e., for two (2) separate paid Family Child Care Leaves).

**By checking here, I request that this form be placed in my dossier to extend my probationary period by one semester.**

### **EVALUATION**

All evaluations of teaching, professional activity, service, used for promotion, renewal, merit, Dean's merit, professional assessment and/or special assessment, shall remain unaffected by Family Child Care Leave, except for the purpose of annual evaluation. No negative impact shall occur in any evaluation as a result of such Leave.

For the purpose of annual evaluation, a faculty Member who takes Family Child Care Leave will only be evaluated for one semester (the semester in which she/he was not on such leave) and the score she/he receives will be based only on that semester. If a faculty Member on Family Child Care Leave feels that she/he received a negative evaluation because of such leave, he/she may grieve the evaluation.

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<sup>2</sup> For UT-AAUP-COL Members, please see the UT-AAUP-COL CBA for references to "established status".

**I have read the information above and request Family Child Care Leave in accord with the UT-AAUP Collective Bargaining Agreement that is applicable to my employment.**

\_\_\_\_\_  
FACULTY MEMBER SIGNATURE

\_\_\_\_\_  
ROCKET NUMBER

\_\_\_\_\_  
DATE

**APPROVED BY:**

\_\_\_\_\_  
Department Chair (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sr. Dir., Faculty Labor Relations  
or Designee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date