



APPROVAL SIGNATURES **DATE**

DEPT. CHAIRPERSON: _____
 DEAN: _____
 PROVOST'S OFFICE: _____

APPLICATION FOR WORKLOAD RELIEF

Eligibility: Must be a full-time faculty member (Code 102) and a parent with the primary responsibility for the care of a newborn child, newly adopted child, new foster care or guardianship placement, or newly-established legal custodial care during the period of workload reduction. Please review the attached Workload Relief Policy for further information.

Parent: Includes: (1) biological parent; (2) adoptive parent; (3) foster care parent; and (4) legal guardian. You must provide proof of parenthood and of the qualifying event for eligibility, unless previously provided to the NYU Benefits Office.

NAME: _____
Last First Middle

SCHOOL: _____ DEPARTMENT: _____

DATE OF QUALIFYING EVENT: _____

PERIOD OF REQUESTED RELIEF FROM CLASSROOM TEACHING AND ADMINISTRATIVE COMMITTEE WORK (Check only one):

- One-semester of full relief Two-semesters of half relief

PERIOD OF REQUESTED RELIEF: From: _____ To: _____
(begin date) (end date)

Please state the name, relationship, and age of the child you are caring for and a brief description of the primary care you will provide:

Please provide your proposed schedule for research and student advising for the requested period of workload relief. You may provide an attachment if necessary:

Any changes to this schedule must be approved by the Department Chairperson.

FAMILY AND MEDICAL LEAVE ACT OF 1993: In addition to completing this application, you must complete forms for leave under the Family and Medical Leave Act of 1993 ("FMLA") for intermittent or reduced workload relief. FMLA will run concurrently with workload relief for eligible employees.

Deadlines: The Workload Relief application must be returned to the appropriate person listed on the Workload Relief contact sheet at least five (5) months before the qualifying event. Fully completed FMLA paperwork must be returned at least thirty (30) days prior to the date of the expected qualifying event.¹ Failure to submit all completed paperwork within the specified time limits may result in the denial of workload relief. You will be notified in writing of the outcome of your request.

The granting of Workload Relief may interrupt the tenure clock. Please refer to the Workload Relief Policy and Page 60 of the Faculty Handbook.

I certify that the information I have provided above is true and correct and that any false or misleading information will result in the denial of leave and any further action deemed necessary.

APPLICANT'S SIGNATURE: _____

DATE: _____

Once signed by the school dean, the completed application must be sent to the Office of Academic Appointments for review. To avoid any complications, the appropriate FMLA paperwork should be submitted along with the Workload Relief Application in order to determine FMLA eligibility as soon as possible. Any questions regarding the policy or the application process should be addressed to Peter Gonzalez, Assistant Provost for Academic Appointments. See also: <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/workload-relief-policy.html>

To be completed by school's HR office only:

If there is a need to hire a faculty replacement, please identify the person here, if known:

An xPASS transaction must be completed for replacement faculty and then submitted to the Office of Academic Appointments (attn: Peter Gonzalez). An appropriate budget chartfield will be assigned to the xPASS at that time. The authorization of financial support is contingent upon approval of the Workload Relief application.

¹ or as soon as practicable under a change in circumstances.