

The University of Michigan
Executive Vice President and Chief Financial Officer

Issued by B&F HR Group	Business and Finance Policy on Gradual Return To Work After Childbirth or Adoption	Implemented January 1, 2008
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The University of Michigan recognizes the importance of early bonding with infants or newly adopted children to create a foundation for healthy development. In addition, we value retaining staff members who are also new parents. Therefore, we will make every effort to accommodate requests for reduced appointment or flexibility in work schedules following childbirth or adoption. The Gradual Return to Work policy has been developed to provide options for extending time at home for parents with newborns or children new to the family while accommodating the legitimate interests of campus units.

- 1) This policy is available to all regular, non-bargained for staff members, regardless of gender.
- 2) Prior to the event, employees should submit to their immediate supervisor a written request for Gradual Return to Work After Childbirth or Adoption. This request must be received by the Supervisor no later than 8 weeks prior to the estimated date of delivery. See B&F form, "Request for Gradual Return to Work After Childbirth and/or Adoption". For adoption, the employee should submit the request as soon as the adoption is certain and update the Supervisor when a firm adoption date is determined. In some cases, extenuating circumstances may require a more flexible response, in which case the supervisor and employee may make special arrangements for the amount of advance notice.
- 3) Each request will be considered on an individual basis by the requesting employee's supervisor and appropriate manager. These two individuals will review the department's ability to function adequately with a reduced appointment for the time period requested. The recommendation for approval or denial of the reduced appointment is at the discretion of the unit, with final approval by the appropriate approving authority, e.g. manager, director or designee. Managers are strongly encouraged to approve such requests unless there are business and/or documented performance reasons for denial. Reasons for such denials should be documented on the Request for Gradual Return to Work form.
- 4) Reduced appointment options are normally limited to between 50% and 80% appointments. Note: If the appointment is reduced below 50%, there will be a consequent reduction in benefits. Further, it is the University's policy that vacation and sick time accruals are reduced commensurate with reduced appointments.
- 5) Gradual Return to Work arrangements are limited to six months, and must be completed within one year of birth or homecoming associated with adoption. The six month period is exclusive of medical leave time for the birth mother and inclusive of any unpaid child care leave (see SPG 201.30 governing Leaves of Absence).
- 6) Following the guidelines above, employees may request to use some or all of their accrued vacation balance prior to beginning a reduced appointment. If granted, the use of vacation time is part of the six-month maximum for gradual return to work after childbirth or adoption. Approval of this request is at the discretion of the unit, with final approval by the appropriate reviewing authority, e.g. manager, director or designee.
- 7) Following the guidelines above, employees may request to reduce their efforts by supplementing time worked with their vacation accrual, thereby allowing the employee to retain their usual pay. The use of vacation time is part of the six-month maximum for reduced appointment following childbirth or adoption. (Please see the form "Request for Gradual Return to Work After Childbirth and/or Adoption" for specific instructions.)