



## Workload and Caregiver Relief

Both NYU and Stern provide benefits to full-time faculty who have a newborn child, newly adopted child, new foster care or guardianship placement, or newly-established legal custodial care. To determine eligibility, please complete Stern's Workload and Caregiver Relief Eligibility form, found on the next page.

### **NYU's Workload Relief Policy for Primary Caregivers**

In order to provide workload relief to faculty members who are the primary caregiver to a newborn child, newly adopted child, new foster care or guardianship placement, or newly-established legal custodian care, New York University's workload relief policy permits one semester of workload relief from classroom teaching and administrative committee work, or two semesters of half relief from such duties based on the individual's normal yearly workload at full salary. To qualify for this relief, one must attest that he or she, and not another parent or guardian, is the child's primary caregiver.

Individuals eligible for workload relief benefits include all full-time faculty. To qualify for workload relief, the faculty member must be the parent or guardian primarily responsible for the care of the child. In all circumstances, only one (1) parent may be considered primarily responsible for the care of the child.

Workload relief is not considered a leave as faculty members are expected to make themselves available to the extent reasonable and practicable for their customary responsibilities of research, student consultation and advising.

Faculty members who meet the criteria of primary caregiver may also request to stop their tenure clock for a total of up to two semesters. This request should be made separately using the [Application for Stopping the Tenure Clock for Primary Caregivers](#).

### **Stern's Caregiver Relief Policy**

Stern recognizes that parents who are not "primary caregivers" as defined by the NYU policy may also benefit from workload relief following a birth, adoption or newly established guardianship. As well, we recognize the value of such relief in enabling parents to spend time with their new baby or child and to assist with necessary caregiving. With that in mind, Stern provides a one course teaching reduction for parents who do not qualify for NYU's workload relief benefit. This reduction may be taken at any point during the year following the qualifying event.

## Workload and Caregiver Relief Eligibility

1. Name: \_\_\_\_\_ Department: \_\_\_\_\_

2. Date of qualifying event: \_\_\_\_\_

3. Is there another parent or caregiver in the household? \_\_\_\_\_ no \_\_\_\_\_ yes

If you answered "no", please skip to Question 6.

4. Is the other parent or caregiver employed outside of the home? \_\_\_\_\_ no \_\_\_\_\_ yes

5. If the other parent or caregiver is employed outside of the home, how much parental leave (if any) will he or she be taking? \_\_\_\_\_

6. Will you be the primary caregiver for the newborn child, newly adopted child, new foster care or guardianship placement, or newly-established legal custodian care (the individual with *primary* responsibility for, in the case of a newborn, feeding, changing, doctor's appointments, etc.)?

\_\_\_\_\_ Yes, I will be the primary caregiver

\_\_\_\_\_ No, the other parent or guardian will be the primary caregiver

If you answered "Yes" to Question 6, please continue to NYU's Workload Relief Application.

If you answered "No" to Question 6, would you like to apply for Stern's Caregiver Relief? \_\_\_ Yes \_\_\_ No



WORKLOAD RELIEF REQUEST FORM FOR ELIGIBLE CHILD CAREGIVERS

DATE: \_\_\_\_\_

APPROVALS:

Department Chairperson: \_\_\_\_\_

Dean: \_\_\_\_\_

Provost's Office: \_\_\_\_\_

APPLICANT INFORMATION:

Name:

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

School: \_\_\_\_\_

Date of birth (expected) of child for whom you will be caring: \_\_\_\_\_

Date of qualifying event (if other than birth): \_\_\_\_\_

PERIOD OF REQUESTED WORKLOAD RELIEF FROM CLASSROOM TEACHING AND ADMINISTRATIVE COMMITTEE WORK (choose one)

\_\_\_\_\_ One semester of full relief From (start date) \_\_\_\_\_ To (end date) \_\_\_\_\_

\_\_\_\_\_ Two semesters of half relief From (start date) \_\_\_\_\_ To (end date) \_\_\_\_\_

PLEASE PROVIDE YOUR PROPOSED PLAN for research and student advising for the requested period of workload relief. You may provide an attachment if necessary. Any changes to this plan must be approved by the Department Chairperson.

NYU POLICY AND DEFINITIONS:

- Policy: In order to provide relief to eligible Tenured/Tenure-Track and Full-Time Continuing Contract Faculty members caring for a newborn child, newly adopted child, new foster care or guardianship placement, or newly-established legal custodial care, NYU's Workload Relief Policy grants one (1) semester of workload relief from classroom teaching and administrative committee work or two (2) semesters of half relief from such duties based on the individual's normal yearly workload at full salary. Workload relief is not considered a leave as faculty members are expected to make themselves available to the extent reasonable and practicable for their customary responsibilities of research, student consultation, and advising.



- **Eligibility:** Must be a Tenured/Tenure-Track Faculty Member or a Full-Time Continuing Contract Faculty member who as a parent is the exclusive caregiver for at least 20 hours during the workweek, during the hours of 8 a.m. to 6 p.m., Monday through Friday. Workload relief is not available for parents whose child is cared for more than half time by a spouse/partner and/or childcare provider(s).
- **Parent:** Includes: (1) biological parent; (2) adoptive parent; (3) foster care parent; and (4) legal guardian. Please attach proof of parenthood and of the qualifying event for eligibility, unless previously provided to the NYU Benefits Office.
- **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 (with Department Chair’s approval, if applicable) must be returned to the dean’s office at least five (5) months before the expected qualifying event. FMLA paperwork must be returned at least thirty (30) days prior to the date of the expected qualifying event, or as soon as practicable under a change in circumstances. Failure to submit materials 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 by the dean or department chair, as appropriate.

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.

**ELIGIBLE CAREGIVER’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Completed applications showing the approval of the department chair (if applicable) and the dean should be transmitted to the University [Office of Academic Appointments](#). The FMLA application forms should be submitted along with the Workload Relief Application to permit confirmation of FMLA eligibility as soon as possible. Questions about the policy or the application process can be addressed to Michael McCaw, Assistant Vice Provost for Academic Appointments.