



This form is for faculty taking the Academic Parental Workload Relief Leave to confirm their caregiving responsibilities and to outline the relief requested for the period of their partial leave.

Academic Parental Workload Relief Form

Cornell University is committed to supporting faculty and academic staff in balancing the many, sometimes competing, priorities of their academic and personal lives. To that end, Cornell provides a semester of partial workload relief (**coded as leave**) with no change to salary, for academics who identify as either a primary or co-equal caregiver, for the birth or adoption/fostering of a child. (Please see “**Qualifying Event**” below.) Parental workload relief is available only to individuals who attest to having significant responsibility during the workweek during the semester for the care of a newborn child or newly adopted/fostered child, and this responsibility interferes substantially with work responsibilities.

Birth mothers will also receive short-term medical leave at full salary, with no Cornell duties.

To be completed by the academic requesting workload relief:

Name: Department/College:

Expected date of birth or adoption/fostering of child:

Academic Year/Semester you are requesting work relief: Fall: Spring:
*Workload relief is available after the **qualifying event**, in the same or contiguous semester.*

Describe below which area of work relief you are requesting:

Note: Final approval of the workload relief arrangement is at the discretion of the chair and dean.

Qualifying Event:

The birth of a child of a primary or co-equal caregiver, or the adoption/fostering of a child under the age of five (5) and during the child’s first year in the household, of a primary or co-equal caregiver.

Please note: The birth of twins or multiples, or placement of multiple children together count as a single event.

Tenure Clock Extension (for professors in probationary tenure status):

An automatic, two-semester extension of the tenure clock is available to all parents who have a qualifying event. If the qualifying event occurs during a tenure-track faculty member's first term of appointment at Cornell, the professor may determine, in consultation with the chair/dean, whether to apply the tenure clock extension before or after the review for reappointment.

For tenure-track faculty in the final semester (or final six months, for professors with appointments of 12-months/year,) before the start of the tenure review, the dean, in consultation with the provost, will determine whether any extension of the tenure clock is appropriate.

No tenure clock extensions are permissible once the tenure review has started.

Attestation of significant responsibility as a primary or co-equal caregiver of a newborn child or adoption/fostering of a child:

I understand that, as primary or co-equal caregiver, I am requesting workload relief because I have significant responsibility during the workweek Monday thru Friday during the semester for the care of a newborn child or newly adopted/fostered child, and this responsibility interferes substantially with my work responsibilities.

Requestor's signature: **Date:**

Chair's signature: **Date:**

Dean's signature: **Date:**
(or designee)

This form will be filed with the Office of Academic Human Resources. Please keep a copy for your records.

Note: Additional forms/information may be required by the department/college.

For additional information, please consult your local Human Resources Office, the Office of Academic Human Resources, and/or review Policy 6.2.1: [Leaves for Professors and Academic Staff](#).