

The university recognizes the need for all tenured, tenure-track, continued appointment, and continued appointment-track faculty members to balance the commitments of family and work. Special family circumstances, for example, birth or adoption of a child, severe illness of an immediate family member, or even issues of personal health, can cause substantial alterations to one's daily routine, thus creating a need to construct a modified workload and flexible schedule for a period of time. Medical documentation is required if the period of modified duties is requested related to a health issue not addressed by sick leave.

Please attach a plan of proposed activities, developed in consultation with the department head or chair and the dean.

If the department head does not support this request, the reasons for denial shall be provided in writing, and the request is automatically forwarded to the dean for further review. If the dean does not support this request, the reasons for denial shall be provided in writing, and the request is automatically forwarded to the provost for further review.

Faculty Member Name \_\_\_\_\_

Faculty Member Title \_\_\_\_\_

Faculty Member VT ID Number \_\_\_\_\_

Faculty Member Department \_\_\_\_\_

Requested Period of Modified Duties \_\_\_\_\_

Reason(s) for modified duties)

Funding amount requested by department head to support these modified duties     \$ \_\_\_\_\_

Please provide the fund and org number any approved funds should be transferred to:

Fund Number \_\_\_\_\_

Org Number \_\_\_\_\_

Proposed use of funds:

**Approvals:**

\_\_\_\_\_  
Dean signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Vice President and Provost signature

\_\_\_\_\_  
Date