


MEMORANDUM

DATE: February 4, 2015

TO: CALS Administrative Cabinet
CALS Academic Unit Heads
Arizona Experiment Station Unit Directors
Director of Administration and Communications, Office of the Vice
President and Dean
Director of College Marketing, Communications and Brand Management
Assistant Directors, Arizona Experiment Station

FROM: Shane C. Burgess, Vice President for Veterinary Sciences and Cooperative
Extension and Dean, College of Agriculture and Life Sciences 

SUBJECT: Guidelines for Temporary Assignment of Alternative Duties for Appointed
Personnel, Health-related Leaves, and Clock Delay

One of our college's four strategic goals is to *be the most sought-after place to be a part of*. Critical to our success in reaching this goal is continually reassessing how we respond to the changing needs of, and pressures on, our employees because of family issues. In past years I have spoken and written about accountability with compassion. As a CALS administrative leader, you are essential to the college's future success and are relied on by all of our stakeholders. You have the delegated authority, responsibility and accountability to ensure your unit's successful contribution towards the college's four strategic goals. As part of our delegated leadership and management duties, I believe we will be most successful when we make every effort to accommodate our employees' needs as they balance work and family commitments. I would like to remind us all of several related University of Arizona policies.

University Handbook for Appointed Personnel (UHAP) policy number [8.05 – Temporary Alternative Duty Assignment](#):

“.... Eligible employees may request a period of up to 16 weeks during which the employee may receive a temporary assignment of alternative duties that will make it more feasible for the employee to remain on active employment at the university while affected by the following circumstances: the birth of the employee's child and to care for such newborn child; or a child's placement with the employee for adoption or foster care....”

UHAP policies regarding health-related leaves ([UHAP 8.02](#)) and family medical leaves ([UHAP 8.04.06](#)) might help you accommodate various individual needs in your unit. For details regarding leaves of all types, please refer to [UHAP, Chapter 8](#).

UA policy for delaying tenure/continuing-status clocks ([UHAP 3.3.01](#) and [4A.3.01](#), respectively) states that clock delays may be granted by the provost for a variety of personal reasons including, but not limited to, the birth or adoption of a child; a faculty member's own serious health condition or disability; the assumption of significant and ongoing care responsibilities as a result of the serious health condition or disability of a spouse, domestic partner, parent, or child; or the death of the faculty member's spouse, domestic partner, or child. A faculty member should submit a written request for a promotion clock delay as early as possible after the events or circumstances that form the basis for the request.

Although the policies above are specific to appointed personnel, UA Human Resources can offer guidance on leave of absence options available to classified staff as well.

xc: Andrew Comrie

Lynn Nadel

Joel Cuello

Ursula Schuch, chair, CALS Diversity Committee