

Office of Faculty Affairs

Policy on Workload Relief

As per [New York University's Policy on Workload Relief](#), NYU full-time faculty members (Code 102) faced with the additional demands of being a primary care-giver to a newborn child, newly adopted child, new foster care or guardianship placement, or newly-established legal custodian care are permitted 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.

It is important to note that financial support for workload relief is borne by a University fund utilized to hire appropriate replacements for classroom teaching and committee support. Given the financial cost implications for the University and in the spirit of reducing a faculty member's work load to devote more time to childcare, **faculty members should not seek or accept additional teaching or paid assignments during the workload relief period.**

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 must be returned to the appropriate person listed on the Workload Relief contact sheet at least five (5) months before the qualifying event. Fully completed FMLA paperwork must be returned at least thirty (30) days prior to the date of the expected qualifying event.¹ Failure to submit all completed paperwork 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.

The granting of Workload Relief may interrupt the tenure clock. Please refer to the Workload Relief Policy and Page 60 of the Faculty Handbook.

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.

APPLICANT'S SIGNATURE: _____

DATE: _____

Once signed by the school dean, the completed application must be sent to the Office of Academic Appointments for review. To avoid any complications, the appropriate FMLA paperwork should be submitted along with the Workload Relief Application in order to determine FMLA eligibility as soon as possible. Any questions regarding the policy or the application process should be addressed to Peter Gonzalez, Assistant Provost for Academic Appointments. See also: <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/workload-relief-policy.html>

To be completed by school's HR office only:

If there is a need to hire a faculty replacement, please identify the person here, if known:

An xPASS transaction must be completed for replacement faculty and then submitted to the Office of Academic Appointments (attn: Peter Gonzalez). An appropriate budget chartfield will be assigned to the xPASS at that time. The authorization of financial support is contingent upon approval of the Workload Relief application.

¹ or as soon as practicable under a change in circumstances.