

Workload Relief, Caregiver Relief, and Maternity Leave

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 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](#).

NYU Maternity Leave

At the time a faculty member gives birth, she is entitled to an aggregate of six consecutive weeks of paid maternity leave preceding and following the date of birth. No certification will be required unless the request for leave extends beyond six weeks.

Stern 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

To apply for Stern Caregiver Relief, indicate by signing below and obtain department chair’s approval.

Faculty Member signature

Date

Department Chair signature

Date

Submit signed form to Vice Dean of Faculty for approval

Vice Dean approval signature

Date



APPROVAL SIGNATURES **DATE**
DEPT. CHAIRPERSON: _____
DEAN: _____
PROVOST'S OFFICE: _____

APPLICATION FOR WORKLOAD RELIEF

Eligibility: Must be a full-time faculty member (Code 102) and a parent with the primary responsibility for the care of a newborn child, newly adopted child, new foster care or guardianship placement, or newly-established legal custodial care during the period of workload reduction. Please review the attached Workload Relief Policy for further information.

Parent: Includes: (1) biological parent; (2) adoptive parent; (3) foster care parent; and (4) legal guardian. You must provide proof of parenthood and of the qualifying event for eligibility, unless previously provided to the NYU Benefits Office.

NAME: _____
Last First Middle

SCHOOL: _____ DEPARTMENT: _____

DATE OF QUALIFYING EVENT: _____

PERIOD OF REQUESTED RELIEF FROM CLASSROOM TEACHING AND ADMINISTRATIVE COMMITTEE WORK (Check only one):

- One-semester of full relief
- Two-semesters of half relief

PERIOD OF REQUESTED RELIEF: From: _____ To: _____
(begin date) (end date)

Please state the name, relationship, and age of the child you are caring for and a brief description of the primary care you will provide:

Please provide your proposed schedule for research and student advising for the requested period of workload relief. You may provide an attachment if necessary:

Any changes to this schedule must be approved by the Department Chairperson.