

**Request for Modified Duties  
Office of the Provost, 5/29/08**

The university recognizes the need for all tenured and tenure earning faculty members to balance the commitments of family and work. Special family circumstances include, for example, birth or adoption of a child, severe illness of an immediate family member or member of the immediate household, or issues of personal health. These issues 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.

Documentation of medical conditions is required and should be submitted to:

Employee Health (include a copy of this request)  
Attn: Lynn Bailey or Peggy Martin  
UAB Hospital Jefferson Towers 136  
Confidential fax: 975 6900

For eligibility and guidelines, see Section 7.5.5 of the UAB Faculty Handbook.

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

Requested period of modified duties: \_\_\_\_\_

Reason(s) for modified duties:

Attach a plan of proposed activities, developed in consultation with your department chair and dean.

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Faculty member Date

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Department Chair Date

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Dean Date

If the department chair does not support this request, the reasons for denial shall be provided in writing, and the request 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 to the faculty member.