

**WEST VIRGINIA UNIVERSITY
REQUEST FOR ALTERNATE/PARENTAL WORK ASSIGNMENT**

West Virginia University is committed to helping its employees achieve an appropriate work-life balance. It is the intent of this opportunity to provide consistency throughout the University community in addressing this matter, by granting workload options to address certain personal needs. The often conflicting demands between, on the one hand, illness of the faculty member or a member of the immediate family; care of an elderly parent; or some other serious but unforeseen circumstance; and, on the other, one's professional responsibilities, is recognized as a challenge. This procedure is complemented by the Parental Work Assignment Procedure, which addresses matters related to experiencing and recovering from childbirth and caring for and bonding with a newly born child, an adopted child, or a child placed in guardianship. Further, consistent with BoG Policy 51, upon the recommendation of the department chair and college dean, a tenure track faculty member may request an extension of the critical year.

Faculty Member: _____

Department: _____

Alternate Work Assignment: _____ Parental Work Assignment: _____

Requested period of modified duties: _____ - _____

Please attach a plan of proposed activities (e.g., workload plan, memorandum of understanding, etc.), developed in consultation with the appropriate supervisor. Please note: The workload percentage of traditional classroom teaching should not be reallocated.

Rationale for the plan:

Funding Requested by Department Chair (if needed) to support this request: \$ _____

Proposed use of funds:

Amount approved: \$ _____

Faculty Member's Signature

Date

___ Acknowledged

Chair/Director Signature

Date

___ Acknowledged

Dean Signature

Date

___ Approved

Provost Signature

Date

*If the chair does not support this request, the reasons 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 shall be provided in writing, and the request automatically forwarded to the provost for further review.

Provost's Office 2/23/2017