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**Date:** Tuesday, May 11, 2021 at 10:59 AM  
**To:** "[allacad@listserv.ucsf.edu](mailto:allacad@listserv.ucsf.edu)" <[allacad@listserv.ucsf.edu](mailto:allacad@listserv.ucsf.edu)>  
**Subject:** New Program: Covid Care Modified Duties (CCMD)

Dear Colleagues,

The COVID-19 pandemic has intensified challenges that disproportionately affect the careers of academic appointees who balance work and childcare or other dependent care responsibilities. In the context of the COVID-19 pandemic, the closure of schools, childcare facilities, elder care and/or other programs that provide care for dependent family members has resulted in new forms of responsibility, and the potential for hardship, for parents and caregivers.

The [UCSF Office of Faculty and Academic Affairs](#), the Executive Vice Chancellor and Provost, and the Academic Senate, have developed this new program, the COVID-19 related modified duties program (CCMD), to mitigate the new challenges experienced by our academic employees as a result of the COVID-19 pandemic.

COVID care modified duties (CCMD) is defined as a period during which an academic appointee's usual duties are modified so that they may care for a dependent adult or child, including elder care and/or family members with disabilities. CCMD is a request that requires approval by the department chair/ORU director, dean or designee, and the vice provost of academic affairs.

At UCSF, CCMD is not a reduction in effort but rather a modification of duties. Requests for a reduction in effort should be considered under other policies for family accommodations (you may contact your HR Generalist for more information). Additionally, a period of CCMD is not a leave of absence. During an approved period of CCMD, the academic appointee is on active service and is expected to perform their usual duties, as modified by the terms of the approved request. For example, departments may accommodate CCMD by adjusting clinical schedules, teaching activities, conference attendance, and/or meeting attendance hours. When reviewing an academic appointee's request, the department chair will consider the teaching, research, and clinical needs of the department before deciding whether to grant the request for CCMD.

To be eligible, academic appointees must have a full time (100%) 12-month appointment, must be experiencing a COVID-related increased need for dependent care, and certify that they are responsible for 50 percent or more of the care of the dependent adult or child. Eligible academic appointees include all faculty and non-

faculty academic appointees. This program does not apply to student titles or trainees.

The period of CCMD shall extend for a period of up to thirteen weeks, at which time the CCMD agreement may be reviewed and extended for an additional thirteen weeks, if the academic appointee continues to meet the criteria. The total period of CCMD may not exceed 26 weeks and must conclude by June 30, 2022. During a period of CCMD, faculty will continue to be paid at their approved negotiated compensation (X+X'+Y) and non-faculty academics will be paid their full-time salary.

Academic appointees who wish to apply for COVID Care Modified Duties must confer with their supervisor, as appropriate, and department chair, prior to the anticipated start date in order to reach agreement on the nature and scope of the academic appointee's duties during the CCMD period. If the CCMD terms are mutually agreed upon, the academic appointee shall submit the [request form](#) to their Academic HR generalist. The request is subject to approval by the department chair/ORU director, the dean or designee, and the vice provost of academic affairs.

Request form and Factsheet are available on our website at [https://facultyacademicaffairs.ucsf.edu/faculty-life/family-friendly-policies-and-resources/COVID-Care-Modified-Duties-Fact-Sheet-\(004\)-3\\_19\\_21.pdf](https://facultyacademicaffairs.ucsf.edu/faculty-life/family-friendly-policies-and-resources/COVID-Care-Modified-Duties-Fact-Sheet-(004)-3_19_21.pdf)

Best regards,

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