

<h3>Basics</h3>	<h3>Create Temporary Reduction of Percentage in Time Request</h3>
<p>Eligibility: Academic Senate faculty members (Ladder, In Residence, Clinical X series) may be eligible to temporarily reduce their percentage of appointment from full time to part time for a specified period of time to accommodate family needs such as childcare, a serious health condition, care for a family member, or bereavement.</p> <p>Required: The faculty member is required to complete a Memorandum of Understanding (MOU) in ADVANCE. The MOU terms should be discussed, outlined, and agreed upon with your supervisor (e.g., ORU director, division chief) and department chair prior to requesting it in ADVANCE.</p> <p>The Temporary Reduction in Percentage of Time (TRPT) MOU planning template can be downloaded here.</p> <p>Your HR leave specialist is a resource on eligibility, appropriate policies and benefits.</p> <p>Approvals: After the request has been submitted in ADVANCE, the request is reviewed for approval by the department chair, dean or designee, and the vice provost for academic affairs.</p>	<ul style="list-style-type: none"> • Fill out <u>all</u> applicable fields in the form. As part of the request, a Memorandum of Understanding (MOU) is required. • The MOU terms should be discussed and outlined with your supervisor and chair, and the terms agreed upon prior to completing in Advance. You must certify that you understand and agree to the terms and conditions of the MOU.
<h3>Getting Started in Advance</h3>	<h3>Submit the Request</h3>
<p>Log in to Advance, via MyAccess: Advance will be listed as an application you can select; clicking on the application name will open a new browser and take you directly into the Advance system.</p>	<ul style="list-style-type: none"> • Click the Save as Draft button when you want to come back later to complete the request. • Click the Submit Request button when you are ready to start the approval process. <ul style="list-style-type: none"> ○ This will send the request to HR Shared Services, who may contact you with questions about your request. ○ Your HR contact will route the request to your chair for review. Subsequent reviews will be conducted by dean or designee, and the vice provost for academic affairs.
<p>Select the Reduction in % Time tab from the Overview tab.</p> <p> Overview My CV My Packet Proxy For Review </p> <p> General Salary Packet tracking Academic Leave Reduction in % Time ASMD </p>	<h3>Questions on Policy or Process?</h3>
	<p>For more information, refer to the Temporary Reduction in Percentage of Time Fact Sheet.</p> <p>Contact your HR leave specialist for specific questions related to your Temporary Reduction in Percentage of Time request.</p> <p>How to reach your HR leave specialist:</p> <ul style="list-style-type: none"> • Visit https://hr.ucsf.edu/find-rep • In the “Find Your HR Representative Search” box, enter your last name (or department name) and wait for pre-populated options to appear • Select your name and press enter • Search results will provide a list of your HR contacts, including your leave specialist