

**From:** Boone, Marguerite [MED]  
**Sent:** Wednesday, September 14, 2016 2:45 PM  
**To:**  
**Subject:** reduced FTE for care of child <age 5 - SOM track

Dear all

We have recently learned that the reduced FTE policy can be requested by an SOM track appointee at any time, not just within six months of birth/adoption, until the child is age 5. Additionally, this is available to new appointees, even within the first year of employment.

Please distribute this to your applicable faculty and direct anyone with questions to me.

Sincerely  
Marguerite

Faculty members with an appointment in the School of Medicine (SOM) track in the Biological Sciences Division (BSD) may request up to a 50% reduction in effort for the sole purpose of providing primary care to a newborn or newly adopted child. The terms and conditions for a proposed reduced effort appointment shall be determined through consultation with the Department. The initial reduced effort term shall be limited to one year, renewable at the sole discretion of the Department, for up to five consecutive one-year terms for each newborn or newly adopted child. ~~Requests endorsed by the Chair must be received by the Office of Academic Affairs no later than six months after the birth or adoption of a child.~~

Where both parents of a newborn or newly adopted child are members of the BSD faculty in the SOM Track, only one parent, as the primary caregiver, may seek a reduced effort appointment. SOM faculty members with approved reduced

effort appointments shall remain benefits eligible with the exception of the University's [Educational Assistance Plan](#) available only to full-time faculty members as described in the Plan.

A reduced effort appointment shall reflect 100% of the faculty member's professional effort and does not permit: 1) employment in another medical organization or medical practice other than that conducted through the University of Chicago Practice Plan or 2) professional effort for any other institution or organization, business, or outside interest.