

- **Eligibility:** Must be a Tenured/Tenure-Track Faculty Member or a Full-Time Continuing Contract Faculty member who as a parent is the exclusive caregiver for at least 20 hours during the workweek, during the hours of 8 a.m. to 6 p.m., Monday through Friday. Workload relief is not available for parents whose child is cared for more than half time by a spouse/partner and/or childcare provider(s).
- **Parent:** Includes: (1) biological parent; (2) adoptive parent; (3) foster care parent; and (4) legal guardian. Please attach proof of parenthood and of the qualifying event for eligibility, unless previously provided to the NYU Benefits Office.
- **Family and Medical Leave Act of 1993:** In addition to completing this application, you must complete forms for leave under the Family and Medical Leave Act of 1993 (“FMLA”) for intermittent or reduced workload relief. FMLA will run concurrently with workload relief for eligible employees.
- **Deadlines:** The Workload Relief application (with Department Chair’s approval, if applicable) must be returned to the dean’s office at least five (5) months before the expected qualifying event. FMLA paperwork must be returned at least thirty (30) days prior to the date of the expected qualifying event, or as soon as practicable under a change in circumstances. Failure to submit materials within the specified time limits may result in the denial of workload relief. You will be notified in writing of the outcome of your request by the dean or department chair, as appropriate.

I certify that the information I have provided above is true and correct and that any false or misleading information will result in the denial of leave and any further action deemed necessary.

ELIGIBLE CAREGIVER’S SIGNATURE: _____ **DATE:** _____

Completed applications showing the approval of the department chair (if applicable) and the dean should be transmitted to the University [Office of Academic Appointments](#). The FMLA application forms should be submitted along with the Workload Relief Application to permit confirmation of FMLA eligibility as soon as possible. Questions about the policy or the application process can be addressed to [Peter Gonzalez](#), Associate Provost for Academic Appointments.