

Family Accommodation Reporting (FAR) Form Electronic Desk Manual September 2026

The Family Accommodation Reporting Form (FAR Form) is used by academic appointees, departments, and school to report and document various family leaves and service modifications as well as resulting deferrals of the academic review and/or extension of an academic appointee's 8-year probationary clock.

Policy References:

- [UC San Diego Policy & Procedure Manual \(PPM\) 203-15, Family Accommodations Policy](#)
- [UC Academic Personnel Manual \(APM\) 715, Leaves of Absence, Family and Medical Leave](#)
- [UC Academic Personnel Manual \(APM\) 760, Family Accommodations for Childbearing and Childrearing](#)

Relevant Leave/Service Modification Scenarios

- Childbearing and Parental Bonding Leave
- Family Leave
- Active-Service Modified Duties

Please note, academic appointees need not take a formal leave (see list above) to request the deferral of an academic review or extension of the probationary clock related to a qualifying family accommodation event.

Completing the FAR Form:

The FAR form is divided into several sections and should be completed in accordance with an academic appointee's specific family accommodation scenario.

Section 1: Preparer Information – Completed by Department/School

Section 2: Academic Appointee Information – Completed by Department/School

1 - Preparer Information (Required) - Completed by Department/School		
Date:	Prepared By:	Email:
2 - Academic Appointee Information (Required) - Completed by Department/School		
Name:	School: Select One	Department of:
Title:	Hire Date:	Appt. End Date (If Any):

Section 3: Leave/Extension Status – Completed by Department/School

Section 4: FML Status – Completed by Department/School

3 - Leave/Extension Status (Required) - Completed by Department/School

- Is this an extension of a previous leave request? ☐ Yes ☐ No
 - Was appointee previously granted a probationary period extension? ☐ Yes ☐ No
 - If “Yes”, was the extension based upon the same family event? ☐ Yes ☐ No
- Was appointee previously granted a deferral of academic review as a family accommodation? ☐ Yes ☐ No
 - If “Yes”, was the deferral based upon the same family event? ☐ Yes ☐ No

4 - FML Status (Required) - Completed by Department/School

- Is the appointee eligible for Family and Medical Leave? ☐ Yes ☐ No
- Has the appointee been notified of their FML status in writing? ☐ Yes ☐ No
- Is the appointee's FML being tracked? ☐ Yes ☐ No

Section 5: Childbearing and Parental Bonding Leave

This section of the FAR Form should be completed when reporting childbearing and/or childrearing (Parental Bonding Leave).

5 - Childbearing and Parental Bonding Leave (If Applicable) - Completed by Department and Academic Appointee

- Date of Event:
- ☐ Childbearing Leave (CBL)
 - Leave Dates: to
 - Pay Period Dates: to
 - Service Quarter(s) of Leave ☐ F ☐ W ☐ S ☐ Su
- ☐ Parental Bonding Leave (PBL)
 - Leave Dates: to
 - Pay Period Dates: to
 - Service Quarter(s) of Leave ☐ F ☐ W ☐ S ☐ Su
- Compensation ☐ Full Salary ☐ Other (Provide Explanation Below)
Explanation:

- **Date of Event:** Expected or actual date of birth or placement.
- **Leave Dates:** Actual calendar days over which the period of leave takes place.
- **Pay Period Dates:** The pay period directly representative of or affected by the leave dates.
 - **Fiscal Year** appointees, the leaves dates and pay period dates are the same.

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- **Academic Year** appointees, the leave dates will need to be converted to pay period dates. Please refer to the [Leaves Daily Rate Calculator](#) for assistance with converting service days to payroll days.
- **Service Quarter(s) of Leave:** The quarters affected by the leave dates.
- **Compensation:**
 - **Full Salary:** Academic appointee will receive their full salary while on leave
 - **Other:** Academic appointee will receive partial or no salary while on leave
- **Explanation:** Provide details on the compensation scenario for the reported leave

Section 6: Family Leave

This section of the FAR Form should be completed when reporting a Family Leave.

6. Family Leave (If Applicable) - Completed by Department and Academic Appointee	
• Date of Event:	
• Leave Dates:	to
• Pay Period Dates:	to
• Service Quarter(s) of Leave	☐ F ☐ W ☐ S ☐ Su
Reason for Leave:	
• Compensation	☐ Full Salary ☐ Other (Provide Explanation Below)
Explanation:	

- **Date of Event:** Expected or actual date of event.
- **Leave Dates:** Actual calendar days over which the period of leave takes place.
- **Pay Period Dates:** The pay period directly representative of or affected by the leave dates.
 - **Fiscal Year** appointees, the leaves dates and pay period dates are the same.
 - **Academic Year** appointees, the leave dates will need to be converted to pay period dates. Please refer to the [Leaves Daily Rate Calculator](#) for assistance with converting service days to payroll days.
- **Reason for Leave:** Provide a description of the need and reason for a family leave.
- **Service Quarter(s) of Leave:** The quarters affected by the leave dates.
- **Compensation:**
 - **Full Salary:** Academic appointee will receive their full salary while on leave
 - **Other:** Academic appointee will receive partial or no salary while on leave
- **Explanation:** Provide details on the compensation scenario for the reported leave

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8 - Clock Extension and Academic Review Deferrals (If Applicable) - Completed by Department and Academic Appointee	
Is this a probationary clock extension or academic review deferral request related to an event for which the academic appointee did not take leave or ASMD?	☐ Yes ☐ No
- If yes, please provide the reason/explanation and date of the event below: 	
Probationary Clock Extension	
- Is the academic appointee in a title and rank subject to probationary clock?	☐ Yes ☐ No
- If yes, the probationary clock will be automatically extended by one (1) year unless appointee is ineligible (See PPM 230-15 and Page 5 of this form).	
- Is this the appointee's first or second clock extension?	☐ 1st ☐ 2nd
Academic Review Deferral	
<i>Please note, Assistant Rank academic appointees must defer their academic review in coordination with an automatic extension of the probationary clock.</i>	
If the academic appointee is not an assistant rank eligible to receive an automatic extension of the probationary clock or is not subject to a probationary clock, do they wish to defer their next academic review?	☐ Yes ☐ No

Section 9: Request by Department for Temporary FTE Reimbursement

This section of the FAR Form should be completed when a department or school requests an FTE reimbursement from their relevant VC office. Request for FTE reimbursements and applicable limits in the Scripps Institution of Oceanography or Health Sciences are managed by the VCMS and VCHS, respectively.

9 - Request by Department for Temporary FTE Reimbursement (If Applicable) - Completed by Department/School		
Fund Unit:	Function:	Task (Optional):
Fund:	Project:	

About FTE Reimbursements: To assist in meeting undergraduate teaching responsibilities impacted by ASMD, childbearing leave and parental bonding leave, the Executive Vice Chancellor for Academic Affairs will provide a one-course FTE reimbursement.

For academic appointees in the Professor series (LRF), departments may request one-course FTE reimbursement per quarter per eligible appointee. For academic appointees in the Teaching Professor series (LPSOE/LSOE), departments may request a one-course FTE reimbursement per quarter per eligible appointee for leaves taken pre-Spring 2026, and up to a two-course FTE reimbursement per quarter per eligible General Campus appointee for leaves taken on or after Spring 2026. The total amount of FTE reimbursements granted will be based on an appointee's assigned normal teaching load. For Teaching Professors, if a period of ASMD and/or leave results in a one-course reduction during a given quarter, then only one-course FTE reimbursement may be requested for that quarter.

Departments who wish to request funds should provide the index number to which funds should be transferred. A description of the department teaching plan must be attached. If not already provided on

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the FAR form, the teaching plan should include the faculty member's course(s) to be relieved. Requests are subject to approval by the Executive Vice Chancellor.

FTE reimbursements for departments in the Health Sciences or Scripps Institution of Oceanography are managed by the VCHS and VCMS, respectively. Please consult VCHS or VCMS as needed for terms and conditions surrounding FTE reimbursement.

Section 10: Certifications

10 - Certification (Required) - Completed by Department and Academic Appointee	
I certify that the information provided within and attached to this form is accurate and that I have been advised of the impact, if any, of leaves and ASDM on salary and benefits including medical and disability.	
Academic Appointee Signature: _____	Date: _____
I am aware of and have discussed the information on and attached to this form with the appointee.	
Department Chair Signature: _____	Date: _____
Dean Signature: _____	Date: _____

Section 11: APS (Post Audit)

11 - Completed by APS (Post Audit)			
FAR Outcome	☐ Request Approved	☐ Request Denied	
		☐ Maximum number of extensions/deferrals	
		☐ Request occurred after 6 th year of appointment	
		☐ Request post postponement of promotion or issuance of terminal appointment	
FTE Reimbursement	☐ Request Approved	☐ Dept. Teaching Plan Received	Date Forwarded to RM
	☐ Request Denied	☐ Not engaged in undergraduate teaching	☐ Ineligible
APS Analyst Initials: _____			

Page 4: Outcome Letter

As of academic year 2026-2027, Academic Deans (or equivalent) have been delegated authority to approve and issue non-exceptional extensions of the probationary clock and deferrals of the academic review resulting from a qualifying family event as per UC San Diego Policy & Procedure Manual (PPM) 230-15, Section F and G and are authorized to complete and issue this outcome page.

When approving an academic review deferral or probationary clock extensions, departments and schools will complete Page 4 of the FAR Form and provide a copy to the academic appointee.

Exceptional requests to extend the probationary clock or defer an academic review must be submitted to Academic Personnel Services for review and approval by the Sr. Associate Vice Chancellor for Academic Affairs in consultation with the Executive Vice Chancellor for Academic Affairs. Exceptional requests include, but are not limited to:

- Requests for extension or deferral where an assistant rank academic appointee has previously received two (2) clock extensions and/or two (2) deferrals of the academic review (third stop the clock or third deferral).
- Requests for 3rd consecutive deferral of the academic review for an associate or full rank academic appointee.
- Requests for a clock extension or deferral related to a qualifying event for which an extension or deferral was not previously requested or granted (retroactive requests).
- Requests made after the start of an assistant rank appointee's sixth year of service.
- COVID-19 related requests.
- Requests made after the issuance of a postponement of promotion or terminal appointment
- Deferral requests after two (2) consecutive no-change actions (PPM 230-220-87).

Please contact your assigned APS Analyst if you have a question about whether a specific case should be considered non-exceptional or exceptional.

For assistance with an academic appointee's current probationary clock and academic review dates, please refer to their AP Online profile.

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Family Accommodation/Qualifying Event Probationary Clock Extension & Deferral of the Academic Review

NOTE: Academic Deans (or equivalent) have been delegated authority to approve and issue non-exceptional extensions of the probationary clock and deferrals of the academic review resulting from a qualifying family event as per UC San Diego Policy & Procedure Manual (PPM) 230-15, Section F and G and are authorized to complete and issue this outcome page.

Exceptional requests to extend the probationary clock or defer an academic review must be submitted to Academic Personnel Services for review and approval by the Sr. Associate Vice Chancellor for Academic Affairs in consultation with the Executive Vice Chancellor for Academic Affairs. Exceptional requests include, but are not limited to:

- Requests for extension or deferral where an assistant rank academic appointee has previously received two (2) clock extensions and/or two (2) deferrals of the academic review (third stop the clock or third deferral).
- Requests for 3rd consecutive deferral of the academic review for an associate or full rank academic appointee.
- Requests for a clock extension or deferral related to a qualifying event for which an extension or deferral was not previously requested or granted (retroactive requests).
- Requests made after the start of an assistant rank appointee's sixth year of service.
- COVID-19 related requests.
- Requests made after the issuance of a postponement of promotion or terminal appointment

Please contact your assigned APS Analyst if you have a questions about whether a specific case should be considered non-exceptional or exceptional.

Name:

School:

Department of:

Title, Rank, Step:

☐ Probationary Clock Extension

☐ N/A

Current Clock Start Date:

Current Clock Length:

Current Clock End Date:

Current Must Be Promoted By Date:

New Clock Length:

Updated Clock End Date:

Updated Must Be Promoted By Date:

☐ Deferral of the Academic Review

☐ N/A

Last Academic Review Date:

Next Scheduled Academic Review Date:

Updated Next Scheduled Academic Review Date:

Dean/VC Signature:

Date:

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☐ Probationary Clock Extension		☐ N/A
Current Clock Start Date:	Current Clock Length: Select Clock Length	
Current Clock End Date:	Current Must Be Promoted By Date:	
New Clock Length: Select Clock Length		
Updated Clock End Date:	Updated Must Be Promoted By Date:	

- **Probationary Clock Extension:** Select if academic appointee is eligible and will receive a clock extension.
- **N/A:** Select if the academic appointee is not eligible for a clock extension or the probationary clock does not apply.
- **Current Clock Start Date:** Academic appointee's applicable clock start date.
- **Current Clock Length:** Academic appointee's current clock length.
- **Current End Date:** Academic appointee's current clock end date.
- **Current Must be Promoted by Date:** Academic appointee's current must be promoted by date.
- **New Clock Length:** Academic appointee's clock length post-extension.
- **Updated Clock End Date:** Academic appointee's clock end date post-extension.
- **Updated Must be Promoted by Date:** Academic appointees must be promoted by date post-extension.

☐ Deferral of the Academic Review		☐ N/A
Last Academic Review Date:		
Next Scheduled Academic Review Date:	Updated Next Scheduled Academic Review Date:	
Dean/VC Signature: _____		Date: _____

- **Deferral of the Academic Review:** Select if academic appointee is eligible and will receive a deferral.
- **N/A:** Select if the academic appointee is not eligible for a deferral or deferral does not apply.
- **Last Academic Review Date:** Date of the academic appointee's last academic review.
- **Next Scheduled Academic Review Date:** Current expected next academic review effective date.
- **Updated Next Scheduled Academic Review Date:** Expected next academic review effective date post-deferral.