

**Modified Duties Request**

Office of the Provost  
revised 7/25/11

The university recognizes the need for all tenured, tenure-track, continued appointment, and continued appointment-track faculty members to balance the commitments of family and work. Special family circumstances, for example, birth or adoption of a child, severe illness of an immediate family member, or even issues of personal health, can cause substantial alterations to one's daily routine, thus creating a need to construct a modified workload and flexible schedule for a period of time. Documentation of medical issues other than childbirth is required and should be submitted with this request. The Genetic Information Nondiscrimination Act of 2008 prohibits employers from requesting or requiring genetic information of an individual or family member of the individual. (See *2011 Faculty Handbook* section 2.9.7.3, "Genetic Information Nondiscrimination Act of 2008.")

Please attach a plan of proposed activities, developed in consultation with the department head and the dean.

If the department head does not support this request, the reasons for denial shall be provided in writing, and the request is automatically forwarded to the dean for further review. If the dean does not support this request, the reasons for denial shall be provided in writing, and the request is automatically forwarded to the provost for further review.

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Faculty member, title, and Virginia Tech ID number

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Department and mail code

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Requested period of modified duties

Reason(s) for modified duties:

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Funding requested by department head to support this request

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Amount (up to \$10,000 from provost; departments and colleges may need to supplement)

Proposed use of funds:

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Amount approved by provost

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Faculty member's signature

Date

Approved

Not Approved

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Department head signature

Date

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Department head name (please print)

Approved

Not Approved

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Dean signature

Date

Approved

Not Approved

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Senior Vice President and Provost signature

Date