

**Harvard University
Faculty of Arts and Sciences
Office of the Dean**

APPLICATION FOR PARENTAL TEACHING RELIEF

If you are the primary caregiver for a new child, you may be eligible for parental teaching relief. Primary caregiving means that you have substantial daily responsibility for child care for at least 20 hours per week from Monday through Friday, from 9 a.m. to 5 p.m. Parental teaching relief means that you are excused from either full-time teaching duties for one semester or half-time duty for two semesters. While on parental teaching relief, you are expected to remain in residence and to continue your other professional duties, such as departmental service, committee assignments, and advising. Beyond whatever time you are dedicating to child care and to these professional duties, the extent to which you wish to spend time on your research is entirely up to you. Parental teaching relief is taken just prior to, or within one year after, the birth or adoption of a child. For more information on eligibility for parental teaching relief, please see the *FAS Appointment and Promotion Handbook*: <https://academic-appointments.fas.harvard.edu/g-other-leaves-family-maternity-parental-medical-and-personal-leaves>.

Name _____

Title _____

Department _____

Estimated date of birth or arrival of child: _____

Requested teaching relief:

full-time fall term 20____ full-time spring term 20____ half-time academic year 20____

Spouse/partner's name, if applicable _____

Spouse/partner's occupation and employer, if applicable _____

Does s/he work: full-time _____ part-time _____

Is s/he eligible for child-related relief or leave? yes _____ no _____

If so, please describe:

Please list courses you would normally teach during the period of intended relief:

Estimated number of hours per week (M-F, 9 a.m. - 5 p.m.) during which child will be in your sole care. _____

Please fill out the following grid, putting an "X" in those time slots when you expect to be serving as primary caregiver and will not be available for other work.

	Monday	Tuesday	Wednesday	Thursday	Friday
9-10 a.m.					
10-11 a.m.					
11 a.m.-12 p.m.					
12-1 p.m.					
1-2 p.m.					
2-3 p.m.					
3-4 p.m.					
4-5 p.m.					

Other proposed childcare arrangements, if any:

Please explain any special circumstances.

Signature _____ Date _____

cc: Department Chair