

New Parents' Guide

For Benefits Eligible Officers and Non-Union Support Staff

BENEFITS

To **Enroll** your new child in your **health plan**, you must log into the HR benefits system and add your child as a dependent within **30 days** of the child's birth or adoption.

A **Flexible Spending Account (FSA)** allows you to set aside pretax dollars from your paycheck to use towards commuting, health care and/or dependent care expenses.

The **Child Care Benefit** provides employees earning \$120,000 or less access to \$2,000 per year to use toward early education and child care expenses. This benefit is provided through the Dependent Care Flexible Spending Account (FSA) and you must sign up through the HR benefits system within 30 days of the child's birth or adoption.

Adoption Assistance Program assists with adoption-related costs by offering a reimbursement of up to \$5,000 per adoption for qualified expenses.

Employee Assistance Program (EAP) provides a network of specialized services, including short-term counseling to help you and your household members cope with everyday issues such as stress, family relationships, depression, and drug and alcohol abuse, as well as providing referrals for adult/elder care services, and convenience services.

More information about these benefits is available on the Human Resources Website:
www.humanresources.columbia.edu

OFFICE OF WORK/LIFE PROGRAMS & SERVICES

Back-Up Care is for the care of adults, children and elders nationwide, and in some international locations, for those situations when normal care arrangements are interrupted or when short-term care is required but you still need to attend to your work responsibilities.

Breastfeeding Support Program provides a variety of resources for nursing mothers, including private lactation rooms equipped with hospital-grade breast pumps on all Columbia campuses. Attachment kits for the hospital-grade pumps are available for purchase on campus at below retail cost. A breastfeeding workshop is offered each semester.

Early Education and Child Care Services and Information:

- **School and Child Care Search Service** provides individual consultations to assist families exploring early education and child care options.
- The Columbia University **Affiliated Early Learning Centers** are independent centers, conveniently located on or near Columbia campuses and/or in University housing.
- The **PreK and Kindergarten NYC newsletter** provides relevant and timely information on the admissions and enrollment process for NYC PreK and Kindergarten programs.
- An annual **Early Education & Child Care Fair** is held in the fall with representatives from many area early education and child care centers in attendance.
- Access **priority enrollment** to select Bright Horizons Child Care Centers and **tuition discounts** at additional participating centers.
- Use **Sittercity** for free access to a database of babysitters, nannies and housekeepers to find child care help by searching listings or posting a job. Background checks are included.
- Find tutors, test prep services, and homework helpers with **BrightStudy**.
- **Workshops** on breastfeeding, child care, schooling, and more are offered each semester to support parents at the University.
- **The Office of Work/Life website** features many resources including descriptions of early education and child care options, lists of local programs, tips for hiring an in-home child care provider, and more.

For more information about these programs visit the Office of Work/Life website:
www.worklife.columbia.edu

MATERNITY & PARENTAL POLICIES**All Officers & Staff**

- **Family Medical Leave Act (FMLA)** states that an eligible employee must be granted a total of 12 weeks of (unpaid) leave during a rolling 12-month period for a few reasons including the birth or adoption of a child.
- **New York City Earned Sick Time Act:** In addition to other paid time off policies for one's own illness, this Act provides eligible employees who work in NYC up to 40 hours of paid sick time per fiscal year, which can be used for illness or preventive care of one's self or one's family members.
- **Pregnancy-Related Disability Leave** is paid medical leave for any part of the pregnancy and post-partum period that a doctor certifies an employee is medically unable to work (typically 6-8 weeks).

ADDITIONAL POLICIES**All Officers & Staff (except Officers of Instruction)**

- **NYS Paid Family Leave:** Eligible employees are able to take a partial paid leave of up to 8 weeks in 2018 to care for a new child. Leave time will gradually increase up to 12 weeks in 2020.

Officers of Administration & Non-Union Support Staff

- **Parental Care Leave:** Eligible employees are able to take an unpaid parental care leave of up to six months when self or spouse/partner has a baby, when adopting a child, or when becoming a foster parent.

Officers of Instruction

- **Child Care Leave:** Leave without salary or with partial salary when self or spouse/partner has a baby, when adopting a child, or when becoming a foster parent.
- **Parental Workload Relief (Morningside only)** provides workload relief if eligible faculty member is primary caregiver of newborn or newly adopted child of less than school age, or if child is disabled or meets NYS's legal definition of "hard-to-place" and is less than age 18 at time leave begins. Relief must begin within first year of birth or adoption and can be either one term at full salary (no teaching), one year at half salary (no teaching), or one year at full salary (reduced course load).
- **Part-time Career Appointment** can be an option for a faculty member on tenure track who is the primary caregiver for a child under nine years of age.
- **Tenure Clock Stoppage:** If a non-tenured faculty-member assumes primary responsibility for the care of a child less than one year old, the tenure clock is stopped. This can occur without taking a leave of absence or participating in the University's workload relief program (if eligible).
- **CUMC Faculty Leave Policy:** Eligible faculty will be entitled to parental leave for up to 13 weeks at full salary (which, in some cases, will be a combination of medical and parental leave). The period of parental leave must begin within the first year after the birth or adoption of the child but may continue beyond that year.

Officers of the Libraries

- **Workload Relief Plan** can be available for full-time Officers of the Libraries who have vested pension benefits with the University and are primarily responsible for the care of a newborn or a newly adopted infant age one year or younger.

Officers of Research

- **Child Care Leave** provides leave without salary or with partial salary when self or spouse/partner has a baby, when adopting a child, or when becoming a foster parent.

Visit the Office of Work/Life website at www.worklife.columbia.edu/content/parental-policies for more information and links to additional details on the University's leave policies.

Please note: The information provided here is a **summary only**, prepared for general informational purposes, and is **not** a complete description of the University's policies and benefits. **No decisions** affecting your family or your future should be based solely on the information presented here.