

## 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 31 days of the child's birth or adoption. <http://hr.columbia.edu/benefits>

**Flexible Spending Accounts (FSA)** set aside pretax dollars from your paycheck to use towards Commuting, Health Care and/or Dependent Care expenses. <http://hr.columbia.edu/benefits#fsa>

**Child Care Benefit** provides employees earning \$120,000 or less access to \$2,000 per year to use toward early child care expenses. This benefit is provided through the Dependent Care Flexible Spending Account (FSA).  
<http://hr.columbia.edu/benefits>

**Adoption Assistance Program** assists with adoption-related costs by offering a reimbursement of up to \$5,000 per adoption for qualified expenses. <http://hr.columbia.edu/benefits/adoption>

**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, drug and alcohol abuse, information and referral for adult/elder care responsibilities, and convenience services.  
<http://hr.columbia.edu/find-out-about/benefits/employee-assistance-program-eap>

For more information on these benefits, please visit the **Columbia Human Resources Benefits** website at [www.hr.columbia.edu/benefits](http://www.hr.columbia.edu/benefits)

**Maternity and Parental Policies** <http://worklife.columbia.edu/parental-leave-policies-resources>

#### **All Officers and 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.  
<http://hr.columbia.edu/policy/family-and-medical-leave-act-fmla>
- **New York City Earned Sick Time Act Policy:** In addition to other paid time off policies for one's own illness, this provides all eligible employees who work in New York City up to a maximum of 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.  
<http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act>
- **Pregnancy-Related Disability Leave** is paid medical leave for any part of the pregnancy and post-partum period that a doctor certifies that the employee is medically unable to work (typically 6-8 weeks)  
<http://hr.columbia.edu/policy/leaves-absence> and <http://www.columbia.edu/cu/vpaa/handbook/>

#### **Additional Policies:**

##### **Officers of Administration and 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. <http://hr.columbia.edu/policy/parental-care-leave>

##### **Officers of Instruction** <http://www.columbia.edu/cu/vpaa/handbook/instruction.html#leavesofabsence>

- **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 the primary caregiver of a newborn child or a newly adopted child of less than school age, or if the child is disabled or meets New York State's legal definition of "hard-to-place" and is less than 18 at the time the leave begins. The relief must begin within the 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:** 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 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).



**Additional policies, continued:****Officers of the Libraries** <http://www.columbia.edu/cu/vpaa/docs/libparental.html>

- **Workload Relief Plan:** 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 child or a newly adopted infant of one year or less.

**Officers of Research** [http://www.columbia.edu/cu/vpaa/handbook/research.html#leaves\\_of\\_absence](http://www.columbia.edu/cu/vpaa/handbook/research.html#leaves_of_absence)

- **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.

**Office of Work/Life Programs and Services****Backup 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. <http://worklife.columbia.edu/backup-care>**Breastfeeding Support Program** provides a variety of supports and educational resources for nursing mothers, including private lactation rooms equipped with hospital-grade breast pumps, on all Columbia campuses, for expressing milk. Attachment kits for the hospital-grade pumps are available for purchase below retail value. Breastfeeding workshops are offered each semester, free of charge. <http://worklife.columbia.edu/breastfeeding-support>**Early Education and Child Care Services and Information:**

- **School and Child Care Search Service** provides individual consultation to assist families exploring early childhood education and care options. <http://worklife.columbia.edu/child-care-and-school-options>
- **Website Resources** include descriptions of education and child care options, lists of programs, tips and checklists for hiring an in-home child care provider, and more. <http://worklife.columbia.edu/affiliated-child-care-centers/early-child-care-birth-age-five-2>
- The Columbia University **Affiliated Child Care Centers** are independent centers, conveniently located on or near Columbia campuses and/or in University housing. <http://worklife.columbia.edu/affiliated-child-care-centers>
- **Eduprofile** is a free, online school finder used to search detailed information about public and private nursery schools in New York City. <http://worklife.columbia.edu/online-school-finder>
- The **Pre-K and Kindergarten NYC newsletter** disseminates relevant and timely information on the admissions and enrollment process. <http://worklife.columbia.edu/kindergarten-listserve>
- An annual **Child Care Fair** is held in the fall with representatives from many area early childhood education and care centers. <http://worklife.columbia.edu/affiliated-child-care-centers/early-child-care-birth-age-five-2>

**Workshops** on parenting, child care, schooling, and more are offered each semester to support parents at the University. Additional workshops on adult/elder care, housing, and wellness are also offered through the Office of Work/Life.For more information about these programs and to learn more about the Office of Work/Life, please visit: [www.worklife.columbia.edu](http://www.worklife.columbia.edu)***Please note:** The information provided 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.*

**The Office of Work/Life**  
**[www.worklife.columbia.edu](http://www.worklife.columbia.edu)**  
**[worklife@columbia.edu](mailto:worklife@columbia.edu)**  
**(212) 854-8019**