

Parental Care Guidebook

“At The Ohio State University, we expect great things and know that these expectations cannot be realized without our greatest assets...our faculty and staff. We acknowledge the importance of providing faculty and staff with the ability to better integrate their work/life needs.”

- President Karen Holbrook and Provost Barbara Snyder (October 2004)

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Office of Human Resources Customer Service Center

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Provides information on human resources services and benefits and houses HR publications and forms.

Office of Human Resources Consulting Services

1590 North High Street, Suite 300
Columbus, Ohio 43201-1189
(614) 292-2800 Fax: (614) 292-0549

Consults on a wide variety of human resource-related topics including leave policies and alternative work arrangements.

Office of Academic Affairs

Bricker Hall, 190 North Oval Mall
Columbus, Ohio 43210
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Consults and advises on faculty-related issues.

Managed Health Care Systems, Inc.

700 Ackerman Road, Suite 580
Columbus, Ohio 43202
(614) 292-4700 or 800-678-6269
Fax: (614) 292-1166

Provides medical case management, pre-certification for medical services, and behavioral health referrals.

University Faculty and Staff Assistance Program (UFSAP)

700 Ackerman Road, Suite 580
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(614) 292-4472
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Provides confidential counseling services for faculty and staff experiencing personal distress which may interrupt or cause deterioration in work performance. UFSAP services are voluntary, free and confidential.

Office of Human Resources Integrated Disability Services

1590 North High Street, Suite 300
Columbus, Ohio 43201-1189
(614) 292-3439 or 800-678-6413
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Coordinates work-and nonwork-related illness and injury cases, assists in establishing a disability claim and facilitates return to work.

Table of Contents

- I. Introduction
 - Work-life philosophy
- II. Parental Leaves of Absence
 - Family and Medical Leave
 - Birth mothers
 - Birth fathers, domestic partners, or adoptive/foster parents
 - Examples
- III. Health Benefits
 - Health Plan benefits
 - Adding a child to your health plan
 - Tax options to consider
 - Well Child Care
 - Benefits available while on Leave of Absence
- IV. Other Benefits
 - Adoption Assistance
 - Infertility
 - Flexible Spending Accounts
 - Select Term Disability Insurance
 - Dependent Group Life Insurance
 - Voluntary Group Term Life Insurance
- V. Issues Specific to Faculty
 - Schedule Modification
 - Stopping the Tenure clock
 - Part-time Faculty
- VI. Issues Specific to Staff
 - Flexible work arrangements
 - Creating Plans
 - Examples
- VII. Resources
 - Child Care Centers
 - Childbirth and Parenting Classes
 - Other Resources Information and Support Groups
- VIII. Quick Check Leave Chart

I. Introduction

The Ohio State University is committed to providing a work environment that is healthy, supportive and considerate of employees' work and personal life obligations. The university's work/life effort entails providing programs, policies, and services to assist faculty and staff with better integration of their professional and personal lives to help employees feel more productive, engaged, and satisfied in their work environment.

The Parental Leave Guidebook supports the academic plan's interest in recruiting and retaining the best employees and is designed to assist faculty and staff in better understanding the university policies, procedures and philosophy as it relates to pregnancy, childbirth, adoption, foster care and issues relating to child care. The information contained in the guidebook is to support those who face the joy and challenges of parental responsibilities, is meant to be explanatory, and does not replace the current policies, which may be found in full detail at the Office of Human Resources website at <http://hr.osu.edu>.

The guidebook begins with providing information about all types of Parental Leaves (maternity, paternity, adoption and foster care). It then details the medical benefits available and other benefit options. It concludes with issues specific to faculty, working schedule options for staff and a resource section. In our efforts to continue to provide useful guidance, we have also included a feedback form to gather your input and suggestions.

Happy parenting!

“Before I was married I had six theories about raising children. Now I have six children and no theories.” -John Wilmot, Earl of Rochester

II. Parental Leaves of Absences

The Ohio State University provides parental leave to male and female faculty and staff. Whether you are taking leave for maternity, paternity, or adoption, our leave policies guarantee you several options for university paid time off. Additional paid time off may also be an option, depending on your leave balances, as well as unpaid time off as permitted by Family and Medical Leave. Understanding your parental leave options begins with Family and Medical Leave.

Family and Medical Leave

Family and Medical Leave (FML) allows you to take time off for childbirth, adoption or foster care placement. You are eligible for Family and Medical Leave if you:

- have been employed with Ohio State for at least *12 months, and*
- have worked *1040 hours* in the previous 12 months, and
- are having a baby or having a child placed in your home for adoption or foster care.

For full-time employees, FML entitles you to take 12 weeks of job protected leave within a rolling 12-month period. If you have already used FML time in the previous 12-month period, you will be eligible for only the remainder of the 12-week balance that you have not used. Part-time employees are eligible for 12 prorated weeks, prorated based on the number of hours regularly worked each week.

FML may be taken as unpaid leave or paid leave. To take FML as paid leave you must use **your accrued sick leave and/or vacation leave and/or paid parental leave, as appropriate**. To better understand how to use your leave time with FML, the following pages outline specific situations in a question and answer format. This section is organized based on an individual's family situation, such as a birth mother or an adoptive parent. At the end of the section, you will find a chart of several examples to further detail how FML is used concurrently with your other accrued leave options.

I am a new Birth Mother

“Any mother could perform the jobs of several air traffic controllers with ease.” -Lisa Alther

“The phrase 'Working Mother' is redundant.” -Jane Sellman

1. How much leave time am I entitled to and how will I be compensated?

Birth mothers, who are employed in a position with a full-time equivalency (FTE) of 75% or greater and who have completed one year of service, may receive up to six weeks of full pay under OSU’s paid parental leave policy.

As a birth mother you may also use up to 6 weeks of your sick leave for your medical recuperation and to care for your newborn child. This sick leave may be used anytime during the Family and Medical Leave (FML) eligibility period. If you are eligible, FML will run concurrently with paid parental leave and sick leave taken for this FML qualifying leave.

Any non-medical leave beyond the twelve weeks is approved at your supervisor’s discretion. You can use your paid vacation or comp time, or leave without pay to cover this additional leave. Refer to the chart of examples at the end of this section to illustrate how these leaves work together.

2. What if I don’t have enough leave time to be paid for the twelve weeks of FML?

A birth mother who qualifies for FML and paid parental leave may receive up to 6 weeks of FML as paid parental leave. The remaining 6 weeks of FML may be paid with any combination of sick leave (up to 6 weeks), Select Term Disability (STD) (if this coverage was purchased prior to the pregnancy), or accrued vacation or compensatory time. If sufficient accrued time is not available the remaining weeks of the 12 week FML time may be taken as unpaid time.

3. Can I take time off beyond the 12 weeks?

You may take time off beyond the 12 weeks with approval from your department. The following chart outlines your options, depending on the reason for the leave.

You are taking leave beyond twelve weeks due to:	Example	You will continue to receive compensation by using:	You do not have enough accrued time *:
PERSONAL Reasons	You have decided to spend more time with your newborn	Accrued vacation or comp time	You may request an unpaid personal leave of absence, approval is at the discretion of your department
MEDICAL Reasons for yourself	You are unable to return to work due to your medical condition	<ul style="list-style-type: none"> • Accrued sick leave should be used first and then vacation or comp time • STD or long term disability (LTD) may be options. 	<ul style="list-style-type: none"> • You may request an unpaid medical leave of absence once all leave time is exhausted; you must provide medical documentation • Contact Integrated Disability to apply for disability benefits.

MEDICAL Reasons for immediate family member	Your baby has developed a serious health condition	Accrued sick leave should be used first and then vacation or comp time	You may request an unpaid personal leave of absence and provide medical documentation; approval is at the discretion of your department
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*Departments may approve unpaid medical and unpaid personal leaves of absence up to a total of six months for Classified Civil Service staff, and one year for faculty and unclassified staff.

Any unpaid personal leave may have significant impact on your benefits (*see the Benefits section of this guidebook for additional information*). Contact your unit human resource professional or the Office of Human Resources Customer Service Center before your leave begins (see contact information on inside front cover of this publication).

4. *Can I still take 12 weeks of leave if I don't qualify for FML?*

Sick leave may be used for medically qualifying reasons in accordance with OSU's paid leave policy. If previously purchased, STD payment may occur on the 31st day of the medically qualifying disability leave. LTD payment may occur on the 91st day of the medically qualifying disability leave. Contact Integrated Disability, to apply for STD/LTD benefits. Vacation may also be used if it is available. In the absence of accrued benefit time, birth mothers are entitled to an unpaid medical leave of absence (based upon the number of weeks that a physician deems appropriate) for your medical recovery (typically 6-8 weeks). You may request an additional unpaid personal leave of absence and its approval is at the discretion of your supervisor.

5. *If I qualify for FML, can I divide up my twelve weeks of leave? For example, I want to take six weeks right after the birth of the child and then take six additional weeks several months later.*

If you qualify for FML, you may divide up your total twelve weeks within the first year after the birth of your child. If you would like to take your remaining FML allotment beyond the first twelve weeks, plan ahead and negotiate this with your supervisor as early as possible.

6. *If I qualify for FML, can I choose not to use my leave time as FML?*

Having a baby is one of the qualifying events under FML. Leave time taken for this event, by an employee who meets the eligibility criteria, must be designated as FML, pursuant to federal regulations and university policy.

7. *How do I request a leave and what forms do I need to complete?*

Once you know your projected due date, you should notify your supervisor of approximately when you will be off work and for how long. Once the date is confirmed, you will need to:

- Complete the Ohio State University's Application for Leave form and obtain appropriate signatures; if you are eligible for FML, be sure to mark the FML checkbox on the form. This form is available through your supervisor or your unit human resource professional.
- Provide other necessary documentation with appropriate signatures to your supervisor:
- A Medical Certification Form is needed for the medical conditions of yourself and/or child. This form is available through your unit human resource professional or the Office of Human Resources Customer Service Center (see contact information on inside front cover of this

publication) or via the OHR web site <http://hr.osu.edu>. Once your completed forms are returned, your unit human resource professional will provide information about your FML eligibility and FML rights.

- Plan on providing status reports to your supervisor and expected return to work date.
- If you have Select Term Disability, contact Integrated Disability to apply for disability benefits.

8. *What must I do to return to work from leave?*

The amount of leave to be taken should be discussed and agreed upon with your supervisor before the event. Following the birth, confirm with your supervisor the exact date of your return. If you were on an extended leave due to your medical condition, be sure to acquire a medical statement indicating your return to work date and any request for accommodations from your physician. It is recommended that you provide your supervisor with at least 2 weeks notice before returning to work.

I am a new Father, Domestic Partner, Adoptive Parent, or Foster Parent

*Any man can be a father. It takes someone special to be a dad. –
Poster*

1. How much leave time am I entitled to and how will I be compensated?

New fathers and adoptive parents, who are employed in a position with a full-time equivalency (FTE) of 75% or greater and who have completed one year of service may receive up to three weeks of paid parental leave. The three weeks of paid parental leave may be used anytime during the Family Medical Leave (FML) eligibility period. If you meet the criteria for Family and Medical Leave (FML), you may also use any of your accumulated vacation or comp time to be paid and extend your leave up to 9 more weeks to receive the full twelve weeks of FML. Refer to the chart of examples at the end of this section to illustrate how these leaves work together.

2. What if I don't have enough leave time to be paid during my twelve weeks of FML?

If you qualify for FML, but do not have enough leave balance available for the 9 weeks of FML after the paid parental leave weeks are exhausted, you may take the remainder of the FML qualifying time as unpaid leave.

3. Can I take time off beyond the twelve weeks?

You may take time off beyond the 12 weeks with approval from your department. The following chart outlines your options, depending on the reason for the leave.

You are taking leave beyond twelve weeks due to:	Example	You will continue to receive compensation by using:	You do not have enough accrued time *
PERSONAL Reasons	You have decided to spend more time with your newborn	Accrued vacation or comp time	You may request an unpaid personal leave of absence, approval is at the discretion of your department
MEDICAL Reasons for immediate family member	Your baby has developed a serious health condition	Accrued sick leave should be used first and then vacation or comp time	You may request an unpaid personal leave of absence and provide medical documentation; approval is at the discretion of your department

* Departments may approve unpaid personal leaves of absence up to a total of six months for Classified Civil Service staff and one year for faculty and unclassified staff.

Any unpaid personal leave may have a significant effect on your benefits (*see the Benefits section of this guidebook for additional information*). It is recommended that you contact your unit human resources professional or the Office of Human Resources Customer Service Center before your leave begins (see contact information on inside front cover of this publication).

4. Can I take 12 weeks of leave even if I don't qualify for FML?

You may still qualify for paid parental leave. You may also qualify for sick leave if a medical situation exists. If you do not qualify for paid parental leave or sick leave, then you may request

vacation and/or compensatory time or you may request an unpaid leave, all at your supervisor's discretion.

5. *If I qualify for FML, can I divide up my twelve weeks of leave? For example, I would like to take one week right after the birth/adoption and then take two additional weeks several months later.*

If you qualify for FML, you may divide up your total twelve weeks within the first year after the birth, adoption or foster care placement of your child. . If you would like to take your remaining FML allotment beyond the first twelve weeks, you should negotiate this with your supervisor in a timely manner.

6. *If I qualify for FML, can I choose not to use my leave time as FML?*

Having a baby is one of the qualifying events under FML. Leave time taken for this event, by an employee who meets the eligibility criteria, must be designated as FML, pursuant to federal regulations and university policy.

7. *How do I request a leave and what forms do I need to complete?*

Once you know that you will need to take time off for the birth of your child or placement of your adoptive or foster child you will need to:

- Notify your supervisor of approximately when you will be off work and for how long.
- Complete the Ohio State University's Application for Leave form and obtain appropriate signatures; if you are eligible for FML, be sure to mark the FML checkbox at the top of the form. This form is available through your supervisor or your unit human resource professional.
- Provide other necessary documentation with appropriate signatures to your supervisor:
 - Medical Certification Form needed for the medical conditions of spouse and/or child. This form is available through your unit human resource professional or the Office of Human Resources Customer Service Center (see contact information on inside front cover of this publication) or via the OHR web site <http://hr.osu.edu>.
 - Adoption Decree if adopting
 - Individual Child Care Agreement if becoming a foster parent
 - Affidavit of Domestic Partnership on file with your department and the Office of Human Resources
- Plan on providing status reports to your supervisor and expected return to work date.

8. *What must I do to return to work from leave?*

Negotiate your leave time with your department or supervisor before the event. As soon as possible, following the birth or child event, notify your supervisor of the exact date of your return.

Chart of Examples Using Leave Time

<i>Classified Staff</i>				
Example	<ul style="list-style-type: none"> • Sally, a full-time custodial worker who has been employed for over 6 years, is pregnant. • During the course of her pregnancy, Sally had many pre-natal visits. Most of the visits were scheduled during her off-hours; however, at the time of delivery, she had used a total of 8 hours of FML for pre-natal visits. • Sally would like to take the rest of her 12 weeks off after delivery. 			
Current Leave Balances	Sick – 9 weeks	Vacation – 4 weeks	Comp Time – 1 week	FML – 11 weeks and 4 days
How Employee will Manage Leave Time?	According to Sally’s current leave balances, she will take 5 weeks and 4 days of sick leave after the baby is born and 6 weeks of paid parental leave to complete her 12 weeks off for FML.			
Approximate Balances Upon Return to Work	Sick – 3 weeks	Vacation – 4 weeks	Comp Time – 1 week	FML will be exhausted
Current Balance	<i>Sally will continue in a paid status during her leave and therefore will continue to accrue sick and vacation time while on leave just as if she were working. If Sally had purchased the Select Term Disability (STD) option before her pregnancy her leave balances upon return to work would be greater. See “Other Benefits” section of this guidebook for more information.</i>			

NOTE: If a newborn, adoptive or foster child has a medical condition supported by medical documentation, sick leave may be used for the amount of time specified by the physician, instead of vacation or comp time.

<i>Unclassified Staff</i>				
Example	<ul style="list-style-type: none"> • Ahmed is a full-time accountant and has been employed for 3 years. • Ahmed had a difficult year because his aging mother needed help after a major surgery and Ahmed missed 2 weeks of work for this. • Ahmed’s wife is expecting their first baby and he would like to take 12 weeks off from work once the baby is born. 			
Current Leave Balances	Sick – 4 weeks	Vacation – 1 week	Comp – 0	FML – 10 weeks
How Employee will Manage Leave Time?	Because Ahmed has already used 2 weeks of his 12-week FML allotment he is only entitled to 10 more weeks of FML. Ahmed may receive up to 3 weeks of paid parental leave which will run concurrently with his remaining 10 weeks of FML allotment. After the 3 weeks of paid parental leave and FML, Ahmed will have 7 weeks of FML remaining. Ahmed may take the 7 remaining weeks of FML as unpaid time or he may receive pay for 1 more week if he uses his vacation balance. Any time taken after the FML allotment is at the supervisor’s discretion. .			
Approximate Balances Upon Return to Work	Sick – 4 weeks	Vacation – 0	Comp Time – 0	FML will be exhausted
Current Balance	<i>Ahmed will continue to accrue sick and vacation time while in a paid status but will not accrue leave time during the unpaid leave.</i>			

NOTE: If a newborn, adoptive or foster child has a medical condition supported by medical documentation, sick leave may be used for the amount of time specified by the physician, instead of vacation or comp time.

Chart of Examples Using Leave Time Cont'd

<i>Unclassified Staff</i>				
Example	<ul style="list-style-type: none"> • Margaret has been employed for 12 years as a part-time systems specialist, working 35 hours a week. • She and her partner are adopting a baby. She would like to take 8 weeks off to be with her new baby. 			
Current Leave Balances	Sick – 13 weeks	Vacation – 2 week	Comp – N/A	FML – 12 weeks
How Employee will Manage Leave Time?	<p>Margaret may receive up to 105 hours (three 35-hour weeks) of paid parental leave. She will also be able to use 2 weeks (of 35 hours each) of vacation, thereby giving her 5 weeks of paid FML. She may take the remaining 3 weeks off without pay to reach her goal of 8 weeks.</p> <p><u>Note:</u> If Margaret desired more time off, she is entitled to the remaining 4 weeks of FML off as unpaid time, for a total of 12 weeks of FML.</p>			
Approximate Balances Upon Return to Work	Sick – 13 weeks	Vacation – 0	Comp Time – N/A	FML - 4 weeks
	<i>Margaret will continue to accrue sick and vacation time while in a paid status but will not accrue leave time during the unpaid leave.</i>			

***NOTE:** If a newborn, adoptive or foster child has a medical condition supported by medical documentation, sick leave may be used for the amount of time specified by the physician, instead of vacation or comp time.*

<i>Faculty</i>				
Example	<ul style="list-style-type: none"> • Jackie is a 9 month faculty member, who is having a baby during fall quarter. She would like to take the rest of fall quarter off, which would be about 2 weeks and all of winter quarter. 			
Current Leave Balances	Sick – 5 weeks	Vacation – N/A	Comp Time – N/A	FML - 12 weeks
How Employee will Manage Leave Time?	<p>Since Jackie is teaching fall quarter, she has arranged with her department chair to have another faculty member cover the last 2 weeks of classes for fall quarter when she is due to deliver. This time will count towards FML and she may use her 2 weeks of her paid parental leave to be paid for this time. To avoid using benefit time, Jackie has arranged with her chair to change her off-duty quarter from summer to winter quarter. For this year only she will be off-duty during winter quarter and can stay home with her child. Jackie will return spring quarter and will work through summer quarter.</p>			
Approximate Balances Upon Return to Work	Sick – 5 weeks	Vacation – N/A	Comp Time – N/A	FML – 10 weeks
	<i>Jackie will continue to accrue sick leave during her entire leave.</i>			

***NOTE:** If a newborn, adoptive or foster child has a medical condition supported by medical documentation, sick leave may be used for the amount of time specified by the physician, instead of vacation or comp time.*

Specific calculations for exact balance upon return to work include this formula:

$$\begin{array}{r}
 \text{Current Balance} \\
 - \text{ Sick, Vacation, Comp Time Used for Leave} \\
 \hline
 \text{Total} \\
 + \text{ Time Earned during Leave} \\
 \hline
 \text{Balance upon Return}
 \end{array}$$

III. Health Benefits

Health Plan Benefits

If you are enrolled in one of the university sponsored health plans, there are several items to remember as you anticipate the new addition to your family. Planning ahead is important to ensure that you are on your preferred health plan at the time of birth, adoption or foster care placement. Although you will be able to add your new family member to your existing health plan, you will not be able to change health plans until the next open enrollment period.

Pre-certification for birth:

Regardless of which university sponsored health plan you are enrolled in, you or your physician must contact Managed Health Care Systems, Inc. (see contact information on inside front cover of this publication) to obtain pre-certification prior to delivery. Your physician may provide paperwork at the first office visit to take care of this process. Completing the necessary paperwork beforehand will ensure a smoother admission process at the time of delivery.

Co-payments and deductibles:

Depending on your health plan you may have a co-payment or deductibles that must be met prior to the birth or at the time of birth. It is important to understand the guidelines of your particular plan prior to the birth. Please refer to your Medical Plan Booklet for plan guidelines or visit the OHR web site at <http://hr.osu.edu>.

Prenatal Care:

It is important to begin your prenatal visits and care early in your pregnancy. Regardless of which health plan you are enrolled in, there is coverage by the plan to help cover the expenses. Some plans have a co-pay that is paid upon the first doctor's visit and others have a deductible that will require that you pay 20% - 30% of the bill. Please refer to your Medical Plan Booklet for plan guidelines or visit the OHR web site at <http://hr.osu.edu>.

Mother and baby care:

Regardless of the university sponsored health plan or delivering hospital, you have access to a lactation consultant during your hospital stay. The consultant will help with questions or concerns regarding nursing and can be a valuable resource even after your return home from your hospital stay. In addition, the hospital will provide instructions on how to care for yourself and baby, including bathing, changing and feeding your little one. Your pediatrician's office and your gynecologist's office will continue to be great resources for questions about baby care and development and mom's recovery.

Lactation sites are available around campus and the medical center to aid in a mother's desire to continue nursing upon her return to work. Consult your unit human resource professional or the office of WorkLife for the nearest lactation site or for advice on pumping at work if a formal lactation site is not located near your worksite.

Home visit:

Regardless of the university sponsored health plan, you may have an option for a home visit from a registered post-partum nurse. At this visit, the nurse will assess mother and baby for general health, care, feeding, questions and concerns.

Adding a Child to Your Health Plan

You have 31 days following the birth, adoption or placement to add the child to your medical, dental, vision, and life insurance plans. It is your responsibility to notify the Office of Human Resources Customer Service Center to obtain an enrollment form(s) and initiate the increase in coverage (see contact information on inside front cover). You may also obtain the form(s) from your departmental human resource professional or the OHR web site at <http://hr.osu.edu>. Return the completed form(s) to the Office of Human Resources Customer Service. Once the completed enrollment forms and other necessary documentation have been received by the Office of Human Resources, the family status change will cover medical expenses as per plan guidelines back to the event date. In order to prevent a delay in claims processing, please notify the Office of Human Resources of the event as soon as possible.

Tax Considerations

You may want to consider changing the exemptions on your tax form (W4 Form). Please contact your departmental human resource professional or the Office of Human Resources Customer Service Center for the proper paperwork if you are interested in making a change.

Well-Child Care

Once your child has arrived there will be many visits to the doctor's office. All of the university sponsored health plans provide coverage for well-child care including physical examinations, laboratory, x-rays, immunizations and vaccinations. The number of well care visits is determined by the child's age and the plan in which you are enrolled. Depending on the plan, you may either have a co-pay or deductible. However, most plans provide for 6 to 10 well-child exams for children ranging from birth to 24 months. Refer to your *Medical Plans – Specific Plan Details* document and the OSU Managed Health Care System Pediatric Preventive Care Guidelines or visit the OHR web site at <http://hr.osu.edu>.

Benefits Available While on a Leave of Absence

When planning a leave of absence you should think about your health coverage for the time period you will not be working. The manner in which your health care premium and/or coverage are paid will depend upon the type of leave of absence you are taking and how long you have worked for the university. Please refer to the following list to better understand this process.

Family and Medical Leave (FML) **paid:**

If you are eligible for FML and enrolled in a university sponsored health plan prior to your leave and use accumulated sick leave, compensation time, or vacation time while on the leave of absence, your benefits continue as if you were working. (*See FML section of this guidebook for further information regarding FML eligibility.*)

Family and Medical Leave (FML) **unpaid:**

If you are eligible for FML and **not paid** while on leave, your benefits will continue as if you were working. If enrolled in a university sponsored health plan prior to the FML leave, the university will pay for its portion as well as your portion of the medical benefit costs. You will be responsible for the voluntary benefits.* (*See FML section of this guidebook for further information regarding FML eligibility.*)

Unpaid Medical Leave if you have less than one year of service:

In you are enrolled in a university sponsored health plan prior to your leave and have **less than one year of service**, you must pay your share of the premium rate as well as the university's share to continue benefit coverage.

Unpaid Medical Leave if you have more than one year of service:

If you are enrolled in a university sponsored health plan prior to your leave, your benefits will continue and the university will pay for its portion as well as your portion of the medical benefit costs. You will be responsible for the voluntary benefits.*

Unpaid Personal Leave

If you are taking an unpaid personal leave of absence (other than FML) you must pay your share of the premium rate as well as the university's share. You must be enrolled in a university sponsored health plan prior to the leave.

*Voluntary benefits = Dependent Group Life Insurance, Voluntary Group Term Life Insurance, Select-term Disability

Please contact the Office of Human Resources Customer Service Center for information on the current rates and payment information (see contact information on page 2 of this document).

IV. Other Benefits

As you think about adding to your family, there are additional Ohio State University benefits that may apply to you. The following section will explain these additional benefits.

Adoption Assistance

If you adopt a child, the university may reimburse up to \$4,000 per adopted child to eligible faculty and staff for adoption-related expenses. This reimbursement will occur after the child has been placed in your home.

Eligibility

Faculty or staff must be enrolled in one of the university's sponsored health plans to be eligible for the Adoption Assistance benefit. If both you and your spouse/domestic partner are university employees, the benefit maximum may not exceed \$4,000 per child. Adopted children must be under 18 years of age and may be biologically related to either parent. Adoptions made through public, private, domestic, international and independent means are eligible.

How to Receive the Benefit

Upon placement of the child in your home, complete the *Adoption Assistance* claim form. This form is available from the Office of Human Resources Customer Service Center or can be obtained from the OHR web site at <http://hr.osu.edu>. Submit this form along with a copy of the adoption placement certificate or final adoption decree and all eligible receipts. Receipts must be in U.S. dollars.

Reimbursable Services

Most expenses directly related to the adoption are reimbursable, including:

- ◆ Agency and placement fees
- ◆ Legal fees and court costs
- ◆ Required medical expenses for child prior to adoption
- ◆ Immigration fees
- ◆ Immunization costs
- ◆ Translation services
- ◆ Transportation and lodging expenses

Examples of non-reimbursable expenses include:

- ◆ Medical exams for the adopting parents
- ◆ Cost of personal items, i.e. clothing, food
- ◆ Expenses incurred while not an employee

Tax Implications

Reimbursement for adoption related expenses will be included in a regular paycheck. State tax will be deducted from this amount. You are responsible for any federal tax implications at the time of annual filing.

Infertility

The university's medical benefit plans provide for examinations and procedures for infertility. This coverage is provided only to individuals who have a medical reason of infertility. It does not cover reversal of elective sterilization, i.e., tubal ligation or vasectomy. Coverage is provided per medical plan guidelines that are stated in your Medical Plan Booklet. For further details please contact OSU Managed Health Care Systems (see contact information on front cover).

Flexible Spending Accounts (FSA)

The university offers options to use pre-tax dollars to pay for certain health and dependent care expenses through Flexible Spending Accounts (FSA). This plan allows you to contribute, through pre-tax payroll deductions, to a Health Care and/or Dependent Care Flexible Spending Account. You may then request reimbursement from your account(s) with an itemized receipt.

Using the FSA Program can result in significant tax savings. The deductions are taken from your paycheck on a pre-tax basis. After eligible services are received, you may request a reimbursement from the account(s). For this program to be financially advantageous, it is necessary that you estimate as accurately as possible your health care and/or dependent care expenses for the plan year. Any unused funds in the FSA at the end of the plan year will be forfeited per IRS guidelines.

You must enroll for this option within 31 days of a family status change or during open enrollment.

Dependent Care FSA

The Dependent Care FSA is used for dependent care expenses that are incurred during your work hours. This can apply to a day care facility or in-home care for dependents under age 13, or care for a dependent that is physically/mentally incapable of self-care.

The childcare provider cannot be your child under age 19, or anyone else you or your spouse can claim as a dependent for tax purposes. You will be required to report the Tax ID number or social security number of your dependent care provider.

Dependent Care FSA may not be advantageous for all employees. Greater tax savings may be gained by claiming available tax credits on both the state and federal tax return (particularly employees earning in the range of \$25,000 or less). To determine which is more advantageous for you, consult a tax advisor for assistance.

Health Care FSA

The Health Care FSA can be used for eligible health care expenses that have not been reimbursed by an insurance program. Eligible services must be received during the benefit plan year. Such expenses for you and your dependents may include:

- ◆ Insurance deductibles, copayments, and out-of-pocket expenses
- ◆ Procedures with age restrictions such as: orthodontia for adults over age 19
- ◆ Services with frequency restrictions, such as dental cleanings, eye glass frames, second pair of eye glasses, and disposable contacts
- ◆ Hearing care expenses
- ◆ Expense for Braille books and magazines
- ◆ Costs for specialized telephones and televisions for the hearing-impaired

The Health Care FSA can not be used to reimburse premium-sharing costs, which are already a pre-tax deduction for University faculty and staff.

Reimbursement

A Request for Reimbursement Form and proof of the eligible expense are submitted to the Office of Human Resources. The money reimbursed from your FSA is paid directly to you; it is your responsibility to pay the service provider for the incurred expense. Reimbursement from an FSA is currently not subject to taxation. Reimbursement forms can be obtained by contacting OHR Customer Service Center (see contact information on inside front cover).

If you are interested in a Flexible Spending Account please refer to the Benefits Overview for Faculty and Staff document or the OHR website at <http://hr.osu.edu>.

Select-Term Disability Insurance

The Select-Term Disability (STD) benefit is an optional program that is designed to provide disability income benefits after a 30-calendar day waiting period. Enrollment for the STD coverage is voluntary and you pay the after-tax premiums. STD is a non-taxable income benefit.

Eligibility

Your eligible appointment must be 50% full-time equivalent (FTE) or greater. Faculty and staff, who are eligible for the university provided Long-Term Disability (LTD) benefit, are eligible to elect the optional STD coverage. Note: Faculty and staff of the OSU-affiliated groups are not eligible for STD coverage.

Benefit

If you are approved and have met the 30-day waiting period, you will receive 60% of your gross monthly wage base up to a maximum benefit of \$5,000 per month. In addition, you may choose to supplement your STD benefit with accrued sick leave pay to receive up to an additional 25% of your pay.

Contact Integrated Disability to coordinate your STD coverage in conjunction with paid parental leave to maximize both benefits properly.

Disability benefits will be paid during the portion of your medical/maternity leave that is medically documented and after you meet the 30-calendar day waiting period. In the case of a birth mother, select term disability may be of benefit if the birth mother is experiencing a medical situation, which is medically documented, and does not allow her to return to work after the 6 weeks of paid parental leave are exhausted. In this situation, select term disability will not be activated if the birth mother is medically able to return to work but chooses to remain home using her FML benefit time. Medical complications that arise before or after delivery, that extend through the requisite 90-day waiting period will activate long-term disability.

Note: The STD benefit is recommended for new employees or those with minimal sick leave balance. Some individuals may choose to use only accumulated sick and vacation time, to receive 100% of their pay while on a leave of absence. Others find the STD option more beneficial in order to save their sick time for future use. You may drop STD coverage during an annual enrollment period with the coverage change effective the first day of the next plan year. You may also drop STD coverage within 31-calendar days of a qualifying family status change.

(Note: Birth of a child is not considered a qualifying family status change for the purpose of dropping coverage.)

You may enroll in the STD option:

- ◆ During a designated open enrollment period.
- ◆ Within 31 days of a change in family status, which is defined by marriage, birth, adoption of a child, becoming the legal guardian of a child, death of or divorce from your spouse, or the death of or emancipation of a child.
- ◆ By submitting an “evidence of insurability” form directly to Hartford Life. (Please note the disability carrier will determine if you are insurable under the plan.)
- ◆ Within 31 days of employment or transfer to an eligible appointment.

Pregnancy is covered only if you become pregnant after the effective date of your STD coverage.

Example

Jane is a 3-year staff member who goes on maternity leave and has previously opted for STD coverage. Given Jane’s length of service and hours worked she is also covered under FML. Jane chooses to supplement the 60% disability benefit with 25% of her pay. She chooses to stay off work for the full 12 weeks of FML to bond with her baby. The following describes how Jane will be paid using her leave benefits and STD:

Leave	Benefit Program	Percent Paid
1 st 4 weeks	FML and paid parental leave	100%
Day 31-42 (approximately weeks 5 and 6)	FML and STD if Jane has a medical condition that qualifies her to activate her select term disability benefit. If Jane chooses to supplement her disability benefit, deductions will still be taken from the supplemented amount, therefore, it may not be beneficial to supplement with accrued benefit time.	60% of gross monthly wage from disability leave. Supplemented amount minus deductions.
Weeks 7-8	FML and paid parental leave	100% or unpaid
Weeks 9-12	FML and vacation, compensatory leave time and/or unpaid leave.	100% or unpaid

Note: retirement, health care and other deductions will be withheld from sick leave, vacation and/or comp time pay.

Dependent Group Life Insurance (DGLI)

The addition of your new family member provides the opportunity to enroll in Dependent Group Life Insurance. This benefit pays up to \$10,000 (depending on coverage level selected) to you in the event of the death of a covered dependent. There is a nominal monthly fee that is deducted from your paycheck on an after-tax basis.

You may enroll within 31 days of a qualifying event, as a new employee, or during open enrollment. Requests for enrollment at any other time require submission of an “Evidence of Insurability” form and determination of acceptance by the insurance carrier. Once enrolled, you remain enrolled until you experience a qualifying event, transfer to an ineligible appointment, or at termination of employment. You may cancel your DGLI enrollment during a subsequent enrollment period or with 30 days written notification.

Voluntary Group Term Life Insurance (VGTL)

Voluntary Group Term Life Insurance is an option designed to provide term life insurance benefits, in addition to the university-provided group term life insurance benefit, for you and your dependents.

Eligibility

Your eligible appointment must be at least 50% FTE. You must elect some level of VGTL on yourself in order to elect VGTL on your spouse or children. Refer to Benefits Overview Booklet or the OHR website at <http://hr.osu.edu>.

Cost

You are responsible for the premiums on an after-tax basis. The rate is based on your age and will increase as you reach each qualifying age. It is also based on whether you are a tobacco user. This benefit is subject to the age reduction formula, meaning that beginning at the age of 65, benefits are reduced.

V. Issues Specific to Faculty

To take time off as a result of the birth, adoption, or foster care placement of a child, you may use sick leave, vacation, or unpaid leave as described in the Leave Section of this guidebook. Explanation of the unpaid Leave of Absence (LOA) is available on the web at: http://oaa.ohio-state.edu/handbook/ix_loa.html. Use of paid or unpaid leave is generally necessary to provide an absolute reduction in responsibilities.

The initial time demands of a new addition to your family may in some cases be accommodated by a rearrangement of your academic responsibilities, i.e. modifying your schedule or extending the probationary period (if you are untenured) in place of taking a leave or in conjunction with one.

Modifying Your Schedule

Any request to modify your schedule must be discussed with and approved by the head (e.g. department chair, school director, or dean) of your tenure-initiating unit (TIU). Requests are reviewed on a case-by-case basis. Approval is at the discretion of the TIU head and is necessarily contingent on factors such as the flexibility of course scheduling and available resources.

Some colleges, usually those with flexible curricula, have policies for reducing or rearranging teaching load in response to a faculty member's new parental responsibilities. In most colleges, however, course schedules are determined on the basis of relatively inflexible curricula and faculty expertise. In such situations, schedule rearrangement is more difficult, may not be possible, and nearly always requires advance planning.

During the quarter(s) before or after the birth or placement of your child, possibilities for schedule modification include but are not limited to:

- Reducing to some degree your structured teaching assignment and increasing research or service responsibilities, thereby leaving your total workload about the same but creating more flexibility with regards to schedule and work location.
- Shifting courses to another quarter such that overall teaching load is unchanged.
- Shifting your off-duty quarter (applies only to nine-month faculty).

If you desire to reduce your appointment but remain in a tenured track position, you should review Faculty Rule 3335-5-19 (Section A) and discuss your interest in a part-time tenured track faculty position with the head of your TIU.

Stopping the Tenure Clock

If you are untenured, you may be concerned about how your child-care responsibilities will affect your ability to earn tenure within the designated time frame. A leave of absence does not automatically stop the tenure clock. You may, however, request an adjustment of the probationary period in order to balance your new family responsibilities with your professional workload.

- Untenured faculty may exclude time from the probationary period in one-year increments to allow for the care-giving demands associated with the birth or adoption of a child under age six. Before requesting exclusion, you should carefully review *Faculty Rule 33535-47-03 (D)*.
- Faculty who take advantage of the provisions of this Rule are assumed to be fully engaged in their regular assigned academic responsibilities. Any modification to the scheduling of these responsibilities is an entirely separate matter.

- Requests to adjust the tenure clock must be submitted:
 - within one year following the birth or adoption;
 - prior to the beginning of the year of the scheduled mandatory tenure review;
 - to the head of your TIU and then forwarded by the TIU to the Dean and the Office of Academic Affairs.

Explanation of *Exclusion of Time from the Probationary Period*, including links to the OAA request form and to the Faculty Rule via the Board of Trustees web site, is available at: http://oaa.ohio-state.edu/handbook/ix_exclusion.html.

Requests to stop the tenure clock because of new parenthood **are routinely approved unless a non-renewal of appointment notice has already been issued or the timing of the request is inappropriate**. Requests to postpone the mandatory review year will not be approved when the birth or adoption occurs shortly before the commencement of that year, since the years of service on which the review is based have already been completed.

Under *Faculty Rule 3335-47-03 (D)* it is also possible to request a stop of the tenure clock due to adverse events beyond the faculty member's control that seriously impede academic productivity. The maximum amount of time that may be excluded from the probationary period for any reason is as follows:

- Instructor: one year.
- Assistant Professor: two years (including time spent as an instructor).
- Associate Professor: one year

Part-time Faculty

If you hold a part-time tenure track faculty appointment you may request an extension of the probationary period under the provisions of *Faculty Rule 3335-47-03 (F)*. Such requests must be submitted:

- prior to the beginning of the year of the scheduled mandatory tenure review;
- to the head of your TIU and then forwarded by the TIU to the Dean and the Office of Academic Affairs.

The extension will be for an integral number of years based on the principle that the usual probationary period represents full time service. The maximum extension of the probationary period for part-time faculty is as follows:

- Instructor: one year.
- Assistant Professor: three years (including time spent as an instructor).
- Associate Professor or Professor: one year.

VI. Issues Specific to Staff

“You know that having a baby has drastically changed your life when you and your husband go on a date to Wal-Mart on double coupon day.” -Linda Fiterman

Alternative Work Arrangements

You may find that alternative work schedules allow you to meet your work responsibilities while allowing you more personal time before and/or after a birth, adoption or placement.

Some employer and employee benefits of an alternative work plan include:

- ❑ increased morale
- ❑ employee retention
- ❑ extended office coverage
- ❑ flexibility
- ❑ increased personal time
- ❑ reduced commute time and expenses
- ❑ continuity of services
- ❑ reduced costs of recruiting and training
- ❑ reduced appointments allow time off during segments of the year, which may match units’ work flow
- ❑ job sharing pools employees’ skills and saves on office space

Several sample alternative work arrangements follow. These arrangements may be useful independently or in combination with one another.

- ❑ **Flex Time** allows a schedule with flexible starting and ending times. These times may be the same for the entire work week or may vary starting and ending times daily. The number of hours worked in a day may also vary. Flex time schedules generally require you to be present during daily core hours. For example, core hours may be 10 a.m. – 2 p.m.
- ❑ **Compressed Workweek** allows you to work your normal number of hours over fewer days. Forty hours may be worked in fewer days than the traditional five day work week, possibly four 10-hour days or other combinations. Compressed workweek schedules should be managed carefully to avoid fatigue and/or lowered productivity.
- ❑ **Part-time Employment** allows you to work fewer than 40 hours within the week. At OSU, a 75% appointment (30 hours per week) still provides full benefits. A 50% or greater appointment (at least 20 hours per week) provides the opportunity for full benefits at a pro-rated cost. Be sure to talk with your human resources professional to fully understand the implications of changing to a part-time appointment.

- ❑ **Reduced Appointment** allows you to work during specific times during the year while maintaining pay and benefits throughout the entire year. Generally, this type of arrangement coincides with the university's academic calendar. For example, a monthly staff member might work a 10-month appointment and be paid over 12 months. The monthly appointments can be 9, 10, or 11 months; biweekly appointments can be 41, 42, 44, 46, or 48 weeks. In order to utilize these arrangements, specific, pre-designated working dates are required.
- ❑ **Job Sharing** allows you and another employee to share the responsibilities of one full time job. Your work and work schedule compliments another employee's schedule to complete the duties of one position. You are considered part-time in pay and benefits. This arrangement can be beneficial to both employees; however, it requires planning and communication to manage responsibilities and deadlines. This arrangement may lead to greater flexibility during slow or high activity times and capitalizes on two employees versus one. Be sure to talk with your human resources professional to determine changes to pay and benefits.
- ❑ **Alternative Work Site** (a.k.a. Telecommuting) allows you to work from home, on a full or part-time basis. Generally, computer connections permit you to correspond with your office and complete work from home. You may have a position that does not lend itself to working from another work site. Be creative - there may be alternatives that you have not considered.

Creating Alternative Work Arrangements

Establishing alternative work arrangements is a cooperative effort between you and your supervisor. Work arrangements must consider both the operational needs of your unit and your personal needs. Advanced planning will allow your unit plenty of time to consider any necessary arrangements to accommodate your request.

You will be responsible for developing and proposing an alternative work arrangement. Create a plan that gives as much detail as possible to avoid problems in how your schedule works. You must work with your supervisor and have approval before implementing an alternative work arrangement.

You and your supervisor may be more comfortable if the plan were initiated on a trial basis. If it does not work, you can then make adjustments. Set a date for the plan to be evaluated to assure that both your needs and the unit's needs are being met.

Your new schedule should be communicated to other staff and customers. You may want to post your schedule at work for easy reference. Once implemented your plan should be evaluated in relation to your performance to ensure success.

Alternative work plans can work in conjunction with parental leave options. For example, working a part-time schedule while taking family and medical leave.

Some items to include in your written plan:

- ❑ actual alternative schedule
- ❑ timeline of alternative schedule
- ❑ use of leave balances (if using leave as part of alternative work schedule)
- ❑ changes to benefits
- ❑ changes to salary
- ❑ date of evaluation

- ❑ performance measures
- ❑ signatures of both employee and supervisor
- ❑ names of co-workers providing coverage
- ❑ names of those needing to know of change (internal and external customers)

Important Considerations

Some of the following questions should be answered in your plan:

- ❑ How will holidays be paid? Is holiday coverage necessary?
- ❑ How will timekeeping be done? Are timesheets necessary?
- ❑ How will absences be managed? How do you call-in sick?
- ❑ How will communications occur with your supervisor, colleagues, and customers?
- ❑ Will performance measures need to change?
- ❑ How will your workload be altered? Who will pick up workload?
- ❑ How will conflicts with the schedule be resolved?
- ❑ What if your schedule needs to be altered? How will this take place?
- ❑ What if there are important or emergency meetings/events at work when you are not scheduled? What are your responsibilities?
- ❑ How will your benefit costs and salary change?
- ❑ If you are in a union position you may need to consider the impact your work plan has on union issues and seniority issues. Work with your supervisor and union steward in dealing with these issues.
- ❑ Exempt (paid monthly) and non-exempt (paid biweekly) status is an important consideration for you. If you are in an exempt position, you are not eligible for overtime. If you are in non-exempt position, you are eligible for overtime and the university is required to pay you overtime for hours worked over 40 in one week. How will your exemption status impact your work arrangement?

Examples:

Birth Mother Using Flexible and Alternative Scheduling

Sally has been at the university for 10 years and is a biweekly paid, Office Associate, who delivered a baby in January. Prior to her 12- week family and medical leave absence, Sally proposed an alternative work schedule to her supervisor to be implemented when she returned. Sally and her supervisor work together to create an alternative work plan combining part-time, flex time, and alternative work site components to allow her more time at home with her baby.

They agree to the following plan:

Work schedule: Part-time work – 30 hours a week. Monday, Wednesday, and Friday 7:30 – 4:00 in office (30 minute lunch break). 6 hours per week at home reconciling accounts and transcription, to be worked at Sally’s discretion.

The plan will be evaluated the first of June for effectiveness; changes will be made if necessary. Holiday pay will be earned at the prorated amount. Sally will bring all work performed at home to work on Mondays and will review it with the supervisor. If Sally or her baby is ill and she is unable to complete her six hours of work at home, the time will be charged to available sick leave. A time sheet will be kept and given to the supervisor every other Friday. Sally and the supervisor post Sally’s work schedule and how she can be contacted at home. An e-mail is sent

to a list of contacts, people who need notified of the change. Sally's benefits, health care premiums, and wages are adjusted to reflect her part-time appointment.

Domestic Partner of Birth Mother Using Intermittent and Compressed Schedule

Stan is a recently hired, monthly paid, Administrative Associate. His partner is pregnant and expecting their baby, on July 1. He has filed the affidavit of domestic partnership and has informed his supervisor of the event. He plans to take time off after his partner returns from maternity leave to her job. His partner's leave ends mid-August. Stan provides his supervisor with the application for leave form and proof of birth.

FML and paid parental leave are not available to Stan since he has not been employed at OSU for one year, however, he is entitled to use accrued vacation or compensatory time or sick time if his situation meets the requirements of the sick leave policy.

After 6 weeks of being on leave, Stan's domestic partner is scheduled to return to her work, however, there is a problem with day care on Wednesdays. Stan works with his supervisor to create a compressed workweek for the following 6 weeks, during which time it is expected that the day care issues can be worked out. Stan works four, 10-hour days, Mondays, Tuesdays, Thursdays, and Fridays for the following 6 weeks. A plan is created that details many important considerations about the compressed schedule. The plan is agreed upon and signed by Stan and the supervisor. After the 6th week the day care issue is resolved and Stan returns to his normal work schedule.

Adoptive Mother and Father, Both OSU Employees Using Reduced Appointment Schedule

Sue and Steve are married, monthly paid staff. They adopted a child and received the adoption assistance benefit. Both are eligible for FML and paid parental leave so each may receive three weeks of paid parental leave.

After returning to work, Sue decides that she would like to alter her schedule for the next 2 years by having summers off to coincide with the child's school schedule. She discusses this with her supervisor. The supervisor is supportive of the idea since the level of activity for the unit drops in the summer months. The supervisor discusses the idea with the Office of Human Resources, since there are important considerations for a reduced appointment. After seeking support and advice, Sue's appointment is changed, effective October 1 to a 9-month staff appointment that will be paid over 12 months. Her pay is reduced but she continues to work full time until June 30. On July 1, she continues to be paid at the reduced rate but does not work until October 1. This allows her unit to maintain service and operations while decreasing costs. And, it allows her to have summers off to be with her child. Her health care benefits remain the same. Consultation with the Office of Human Resources is advised since reduced appointments can be confusing.

VII. Resources

Child Care Centers

The Child Care Centers of The Ohio State University

The OSU Child Care Centers provide quality child care for the children of faculty, staff, and students of the university community.

Columbus Campus - The center, which has two sites, is licensed by the State of Ohio Department of Job and Family Services and accredited by the National Association for the Education of Young Children. The center accepts children from the ages of 2 months through kindergarten and provides a summer school age care program for 6-11 year olds, June through August. In addition, emergency child care may be available. For more information, go to <http://hr.osu.edu/cc/home.htm> or call (614) 292-4453.

Sophie Rogers Laboratory for Child and Family Studies - The Sophie Rogers Laboratory provides childcare through a program for children and their families. It is a part of the Human Development and Family Science department and is licensed by the State of Ohio's Child Day Care Licensing Department. Undergraduate students who are usually at the junior level or above are involved as student teachers in the daily program activities. The program is available for children 6 months – 5 years.

The Sophie Rogers Laboratory is located on the Columbus campus. For more information, go to <http://www.hec.ohio-state.edu/hdfs/outreach/sophi.htm> or call (614) 292-5602.

Mansfield Campus – The center is licensed by the Ohio Department of Job and Family Services. The center accepts children from 6 weeks old to kindergarten age and provides a summer school age program as well. For more information call (419) 755-5600

Lima Campus – The child care center is licensed by the Ohio Department of Job and Family Services and provides the Head Start Program which is licensed by the Department of Education. The center accepts children from ages 3 to 6 years old. For more information call (419) 995-8405.

Newark Campus – The center is licensed by the Ohio Department of Job and Family Services. The center accepts children from 18 months through age 13 and provides a summer school age program for children 6 to 12 years old. For more information call (740) 366-9340.

Resource Information for other Child Care Centers

- Contact the State of Ohio for more information about licensed child care facilities in the state of Ohio at <http://www.state.oh.us/odjfs/index.stm> or call (614) 466-6282.
- Contact the National Associate for the Education of Young Children to find out more information about other accredited day care facilities in central Ohio at <http://www.naeyc.org/> or call (202) 232-8777 or (800) 424-2460.
- Contact Child Care Choices for more information of other child care facilities in Crawford, Marion, Morrow, & Richland Counties in Ohio at <http://www.childcarechoices.org> or call (800) 92CHILD.
- Contact Action for Children, a child care resource and referral agency serving central Ohio at <http://www.actionforchildren.org> or call (614)224-0222.

Childbirth and Parenting Classes

When preparing for a child, whether birth, adoption, or foster care, it may be beneficial to do some advance preparation. Listed below are some classes offered through the Ohio State University Medical Center. Faculty and staff are eligible to attend these classes regardless of enrollment in a university sponsored health plan. The fees for each class vary and are not covered by the OSU medical plans.

- Great Beginnings Maternity Fitness Program
- Childbirth Education
- Breastfeeding Basics
- Baby Basics
- Infant and Pediatric CPR
- Marvelous Multiples
- Depression After Delivery
- Infant Massage
- Sibling Class

Call the OSU Care Connection Line, 293-7575, for more information or to register for a class.

The above are just a few of the classes in which you may wish to participate. Whether you live/work at a regional campus or in Columbus it is advisable to look into what your community offers for preparing for children and/or child rearing. You may want to investigate the following places in your area for assistance:

- Adoption or foster placement centers for referrals
- Local hospitals
- Local YMCA or YWCA
- Neighborhood Head Start programs
- Red Cross CPR programs

“Most parents find it very hard to be consistent except when it comes to losing their temper.” -Bruce Lansky

Other Resource Information and Support Groups

- **The OSU Extension, Family and Consumer Science** provides articles and fact sheets for all parents at <http://ohioline.ag.ohio-state.edu/lines/fami.html>.
- **The OSU Working Mother Group** meets twice each quarter to discuss topics that are pertinent to working mothers, such as “Balancing Work and Personal Life”, “Child Development” and many more. There are several ways to get involved with the working mothers group through chat lines, informational list serve, or on-site meetings. To find out more information about how to get involved contact the Women’s Place at (614) 292-3960.

“I was doing the family grocery shopping accompanied by two children, an event I hope to see included in the Olympics in the near future.” -Anna Quindlen

Leave Overview Chart

Who am I?	What paid leave does OSU policy provide?	What if I don't have enough paid leave time?	What leave is available through Family & Medical Leave (FML)?	What makes me eligible for FML?	What documentation do I have to submit?	What are my unpaid leave options?
Birth Mother	Up to 6 weeks of paid parental leave, sick, vacation, and/or comp, within the first year after the birth. Intermittent use of paid parental leave should be approved with the supervisor prior to the intermittent leave use.	Use what leave balances you have then use unpaid leave. STD benefits if previously purchased.	Up to 12 weeks of time, which may be paid using leave balances, or unpaid if leave balances are not sufficient to take the full 12 weeks as paid time off.*	You must have worked at the university for 1 year and worked at least 1040 in the past 12 months. Available FML based on usage in the past 12 months.	Application for Leave form Medical Certification form or Proof of Birth	<p>Unpaid Medical</p> <p>Unpaid medical leave is time off for your own illness that is supported by medical documentation from a Health Care Provider</p> <ul style="list-style-type: none"> Classified Civil Service employees may take up to 6 months leave of absence Unclassified faculty and staff may take up to 1 year leave of absence The university will pay your health care premiums if you have been employed more than 1 year You are responsible for 100% of your health care premiums if you have been employed less than 1 year You may be eligible for income replacement from LTD. If purchased, STD insurance may provide income during an unpaid medical leave - consult your HR professional and/or Integrated Disability for further information <p>Unpaid Personal</p> <p>Unpaid personal is time off for any reason such as: <ul style="list-style-type: none"> care for a family member with an illness spend more time at home to be with a new child </p> <ul style="list-style-type: none"> Classified Civil Service employees may take up to 6 months leave of absence Unclassified faculty and staff may take up to 1 year leave of absence Unclassified faculty and staff may take up to 1 year leave of absence You are responsible for your health care premiums at the group funding rate
Birth Father	Up to 3 weeks of paid parental leave, vacation, and/or comp, within the first year after the birth. If the birth father does not qualify for paid parental leave, two weeks of accrued sick leave may be taken in addition to accrued vacation and/or comp. Intermittent use of paid parental leave should be approved with the supervisor prior to the intermittent leave use.	Use what leave balances you have then use unpaid leave.	Up to 12 weeks of time, which may be paid using leave balances, or unpaid if leave balances are not sufficient to take the full 12 weeks as paid time off.*	You must have worked at the university for 1 year and worked at least 1040 in the past 12 months. Available FML based on usage in the past 12 months.	Application for Leave form Medical Certification form or Proof of Birth	<p>Unpaid Medical</p> <p>Unpaid medical leave is time off for your own illness that is supported by medical documentation from a Health Care Provider</p> <ul style="list-style-type: none"> Classified Civil Service employees may take up to 6 months leave of absence Unclassified faculty and staff may take up to 1 year leave of absence The university will pay your health care premiums if you have been employed more than 1 year You are responsible for 100% of your health care premiums if you have been employed less than 1 year You may be eligible for income replacement from LTD. If purchased, STD insurance may provide income during an unpaid medical leave - consult your HR professional and/or Integrated Disability for further information <p>Unpaid Personal</p> <p>Unpaid personal is time off for any reason such as: <ul style="list-style-type: none"> care for a family member with an illness spend more time at home to be with a new child </p> <ul style="list-style-type: none"> Classified Civil Service employees may take up to 6 months leave of absence Unclassified faculty and staff may take up to 1 year leave of absence Unclassified faculty and staff may take up to 1 year leave of absence You are responsible for your health care premiums at the group funding rate
Adoptive Mother, Father, or Partner	Up to 3 weeks of paid parental leave, vacation, and/or comp, within the first year after adoption or placement. If the adoptive parent does not qualify for paid parental leave, two weeks of accrued sick leave may be taken in addition to accrued vacation and/or comp. Intermittent use of paid parental leave should be approved with the supervisor prior to the intermittent leave use.	Use what leave balances you have then use unpaid leave.	Up to 12 weeks of time, which may be paid using leave balances, or unpaid if leave balances are not sufficient to take the full 12 weeks as paid time off.*	You must have worked at the university for 1 year and worked at least 1040 in the past 12 months. Available FML based on usage in the past 12 months.	Application for Leave form Proof of Adoption Domestic Partner Affidavit	<p>Unpaid Medical</p> <p>Unpaid medical leave is time off for your own illness that is supported by medical documentation from a Health Care Provider</p> <ul style="list-style-type: none"> Classified Civil Service employees may take up to 6 months leave of absence Unclassified faculty and staff may take up to 1 year leave of absence The university will pay your health care premiums if you have been employed more than 1 year You are responsible for 100% of your health care premiums if you have been employed less than 1 year You may be eligible for income replacement from LTD. If purchased, STD insurance may provide income during an unpaid medical leave - consult your HR professional and/or Integrated Disability for further information <p>Unpaid Personal</p> <p>Unpaid personal is time off for any reason such as: <ul style="list-style-type: none"> care for a family member with an illness spend more time at home to be with a new child </p> <ul style="list-style-type: none"> Classified Civil Service employees may take up to 6 months leave of absence Unclassified faculty and staff may take up to 1 year leave of absence Unclassified faculty and staff may take up to 1 year leave of absence You are responsible for your health care premiums at the group funding rate
Foster Care Mother, Father, or Partner	10 days of accrued benefit time or unpaid time.	Use what leave balances you have then use unpaid leave.	Up to 12 weeks of time, which may be paid using balances, or unpaid if leave balances are not sufficient to take the full 12 weeks as paid time off.*	You must have worked at the university for 1 year and worked at least 1040 in the past 12 months. Available FML based on usage in the past 12 months.	Application for Leave form Individual child care agreement Domestic Partner Affidavit	<p>Unpaid Medical</p> <p>Unpaid medical leave is time off for your own illness that is supported by medical documentation from a Health Care Provider</p> <ul style="list-style-type: none"> Classified Civil Service employees may take up to 6 months leave of absence Unclassified faculty and staff may take up to 1 year leave of absence The university will pay your health care premiums if you have been employed more than 1 year You are responsible for 100% of your health care premiums if you have been employed less than 1 year You may be eligible for income replacement from LTD. If purchased, STD insurance may provide income during an unpaid medical leave - consult your HR professional and/or Integrated Disability for further information <p>Unpaid Personal</p> <p>Unpaid personal is time off for any reason such as: <ul style="list-style-type: none"> care for a family member with an illness spend more time at home to be with a new child </p> <ul style="list-style-type: none"> Classified Civil Service employees may take up to 6 months leave of absence Unclassified faculty and staff may take up to 1 year leave of absence Unclassified faculty and staff may take up to 1 year leave of absence You are responsible for your health care premiums at the group funding rate

*Sick leave may be used if medically necessary